

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: C25840

THE BUYER: Homeland Security Group on behalf of THE SECRETARY OF STATE FOR THE HOME DEPARTMENT (the “Authority”);

BUYER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

THE SUPPLIER: EMB Limited

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**

DPS SUPPLIER REGISTRATION SERVICE ID: **REDACTED TEXT under FOIA Section 40, Personal Information**

1. This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.
2. APPLICABLE DPS CONTRACT
 - 2.1. This Order Form is for the provision of the Deliverables and dated 14th February 2025.
 - 2.2. It's issued under the DPS Contract with the reference number RM6322 for the provision of Grant Administration services.
3. DPS FILTER CATEGORY(IES):
 - 3.1. Full Programme Management

4. ORDER INCORPORATED TERMS

- 4.1. 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:

5. This Order Form including the Order Special Terms and Order Special Schedules.

5.1. Joint Schedule 1(Definitions and Interpretation) **RM6322**

5.2. DPS Special Terms

5.3. The following Schedules in equal order of precedence:

5.3.1. Joint Schedules for RM6322

- 5.3.1.1. Joint Schedule 1 (Definitions)
- 5.3.1.2. Joint Schedule 2 (Variation Form)
- 5.3.1.3. Joint Schedule 3 (Insurance Requirements)
- 5.3.1.4. Joint Schedule 4 (Commercially Sensitive Information)
- 5.3.1.5. Joint Schedule 5 (Corporate Social Responsibility)
- 5.3.1.6. Joint Schedule 7 (Financial Difficulties)
- 5.3.1.7. Joint Schedule 9 (Minimum Standards of Reliability)
- 5.3.1.8. Joint Schedule 10 (Rectification Plan)
- 5.3.1.9. Joint Schedule 11 (Processing Data)
- 5.3.1.10. Joint Schedule 12 (Supply Chain Visibility)

5.3.2. Order Schedules for RM6322

- 5.3.2.1. Order Schedule 1 (Transparency Reports)
- 5.3.2.2. Order Schedule 2 (Staff Transfer)
- 5.3.2.3. Order Schedule 3 (Continuous Improvement)
- 5.3.2.4. Order Schedule 5 (Pricing Details)
- 5.3.2.5. Order Schedule 7 (Key Supplier Staff)
- 5.3.2.6. Order Schedule 8 (Business Continuity and Disaster Recovery)
- 5.3.2.7. Order Schedule 10 (Exit Management)
- 5.3.2.8. Order Schedule 13 (Implementation Plan and Testing)
- 5.3.2.9. Order Schedule 14 (Service Levels)
- 5.3.2.10. Order Schedule 15 (Order Contract Management)
- 5.3.2.11. Order Schedule 16 (Benchmarking)
- 5.3.2.12. Order Schedule 18 (Background Checks)
- 5.3.2.13. Order Schedule 20 (Order Specification)
- 5.3.2.14. Order Schedule 24 (Intellectual Property Rights)

5.3.3. Cabinet Office Security Management Schedule (Short Form)

DPS Schedule 6 (Order Form Template and Order Schedules)

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- 5.4. CCS Core Terms (DPS version) v1.0.2
 - 5.5. Joint Schedule 5 (Corporate Social Responsibility) RM6322
 - 5.6. Order Schedule 4 (Order Tender)
 - 5.7. 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.
6. ORDER SPECIAL TERMS
- 6.1. None
7. ORDER START DATE: 1st April 2025
8. ORDER EXPIRY DATE: 31st March 2027
9. ORDER INITIAL PERIOD: 2 Years, 0 Months
10. OPTIONAL EXTENSION PERIOD: 12 MONTHS
11. DELIVERABLES
- 11.1. See details in Order Schedule 20 (Specification)
12. MAXIMUM LIABILITY
- 12.1. The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.
13. ORDER CHARGES
- 13.1. See details in Order Schedule 5 (Pricing Details)
14. REIMBURSABLE EXPENSES
- 14.1. None
15. PAYMENT METHOD
- 15.1. See Section 3.8 Payment in Order Schedule 20 (Specification) and Order Schedule 5 (Pricing Details).
16. BUYER'S INVOICE ADDRESS:
- 16.1. **REDACTED TEXT under FOIA Section 40, Personal Information**
17. BUYER'S AUTHORISED REPRESENTATIVE
- 17.1. **REDACTED TEXT under FOIA Section 40, Personal Information**

- 17.2. **REDACTED TEXT under FOIA Section 40, Personal Information**
- 18. BUYER'S ENVIRONMENTAL POLICY
 - 18.1. [Greening Government Commitments 2021 to 2025 - GOV.UK](https://www.gov.uk/government/commitments/greening-government-commitments-2021-to-2025)
(www.gov.uk)
 - 18.2. [Procurement Policy Note 06/21: Taking account of Carbon Reduction Plans in the procurement of major government contracts - GOV.UK](https://www.gov.uk/government/policies/procurement-policy-note-0621-taking-account-of-carbon-reduction)
(www.gov.uk)
- 19. BUYER'S SECURITY POLICY
 - 19.1. Appended at Cabinet Office Security Management Schedule (Short Form)
 - 19.2. All Supplier Staff working on the Service must have SC clearance
- 20. SUPPLIER'S AUTHORISED REPRESENTATIVE
 - 20.1. **REDACTED TEXT under FOIA Section 40, Personal Information**
- 21. SUPPLIER'S CONTRACT MANAGER
 - 21.1. **REDACTED TEXT under FOIA Section 40, Personal Information**
- 22. PROGRESS REPORT FREQUENCY
 - 22.1. As defined in Order Schedule 20 (Specification)
- 23. PROGRESS MEETING FREQUENCY
 - 23.1. As defined in Order Schedule 20 (Specification)
- 24. KEY STAFF
 - 24.1. **REDACTED TEXT under FOIA Section 40, Personal Information**
 - 24.2. **REDACTED TEXT under FOIA Section 40, Personal Information**
- 25. KEY SUBCONTRACTOR(S)
 - 25.1. Not applicable
- 26. E-AUCTIONS
 - 26.1. Not applicable
- 27. COMMERCIALLY SENSITIVE INFORMATION
 - 27.1. As defined in Order Schedule 4 (Commercially Sensitive Information)

28. SERVICE CREDITS

- 28.1. Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).
- 28.2. The Service Credit Cap is: 0.5% of bi-monthly invoice for KPI 1 and 0.2% of monthly invoice for KPIs 2 and 3.
- 28.3. The Service Period is: Bi-monthly for KPI1 and Per Month for KPIs 2 and 3.
- 28.4. A Critical Service Level Failure is: When the supplier fails to deliver against service levels escalation level 2 for KPI 1 and escalation level 1 for KPIs 2 and 3 within the Service Period specified above. This shall be defined as a Default (see Joint Schedule 1 – definitions). In the first instance, the Authority and the Supplier shall act in accordance with DPS Core Term 10.3 (Rectification plan).

29. ADDITIONAL INSURANCES

- 29.1. Not applicable

30. GUARANTEE

- 30.1. Not applicable

31. SOCIAL VALUE COMMITMENT

- 31.1. 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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED TEXT under FOIA Section 40, Personal Information	Signature:	REDACTED TEXT under FOIA Section 40, Personal Information
Name:	REDACTED TEXT under FOIA Section 40, Personal Information	Name:	REDACTED TEXT under FOIA Section 40, Personal Information
Role:	REDACTED TEXT under FOIA Section 40, Personal Information	Role:	REDACTED TEXT under FOIA Section 40, Personal Information
Date:	20 th February 2025	Date:	25 th February 2025