

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: Project_25045/ecm_10985
DWP Asset Disposal

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Two St. Peter's Square
Manchester M2 3AA

THE SUPPLIER: EOL IT Services

SUPPLIER ADDRESS: 1-3 Baltic Wharf, Station Road,
Maldon. Essex. CM9 4LQ

REGISTRATION NUMBER: 3596433

DUNS NUMBER: 235990400

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 31st March 2023. It is issued under the DPS Contract with the reference number RM3764iii for the provision of Cyber Security Services.

DPS FILTER CATEGORY(IES):
Secure Data Removal and IT sanitisation

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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)

- Order Schedules for RM3764iii
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 4 (Order Tender)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security) (Part B)
 - Order Schedule 14 (Service Levels)
 - 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 SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

Special Term 1: Sustainability - The Supplier shall produce, within 6 months (and annually thereafter), a Sustainable Development Policy Statement and Sustainable Development Plan to include information as set out in Annex A to this Order Form.

Special Term 2: Supplier must deliver this Contract in accordance with the Standards; Secure Sanitisation and Destruction Security Standard SS-036 Version 1.0 Dated: 11/10/2022 (or as amended from time to time and notified to the Supplier). Available online at: [Security Standard Secure Sanitisation and Destruction \(SS-036\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/SS-036)

ORDER START DATE:	3 rd April 2023
ORDER EXPIRY DATE:	2 nd April 2026
ORDER INITIAL PERIOD:	36 Months
ORDER OPTIONAL EXTENSION:	Not Applicable
CALL OFF CONTRACT VALUE	Up to a maximum value of £450,000 (ex VAT) with zero commitment. The Contract spend maximum is over 36 months and there is no definitive split of this between year 1, 2 and 3.

DELIVERABLES

Refer to 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 non-committed Year 1 Charges used to calculate liability in the first Contract Year is **£150,000.00**

ORDER CHARGES

Refer to Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract.

It is not expected any expenses will be applicable to this Contract.

PAYMENT METHOD

The buyer will raise a single Purchase Order (PO) for the Contract, to which separate invoices will be submitted, by the Supplier, for each order raised.

The Supplier shall submit PDF invoices directly to the SSCL billing address below, as per the Buyer's order. The Supplier shall invoice the Buyer on completion of the order and for Services as per Supplier's quotation. Payment to be made by BACS.

Income from sale of proceeds will be invoiced by the Buyer to the Supplier, upon receipt of the required information in relation to the asset/s, including the resale value (£).

BUYER'S INVOICE ADDRESS:

APinvoices-DWP-U@sscl.gse.gov.uk

Box 406, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ

All invoices must include purchase order number, Contract reference and Buyer's order reference details.

The Buyer will pay the Supplier within thirty (30) calendar days of receipt of a valid invoice.

**BUYER'S AUTHORISED REPRESENTATIVE/OPERATIONAL CONTRACT
MANAGER;**

[REDACTED FOI S(2)40]
Green Zone Ground Floor Phase 1
Peel Park
Brunel Way
Blackpool FY4 5ES

BUYERS COMMERCIAL CONTACT:

[REDACTED FOI S(2) 40]

BUYER'S ENVIRONMENTAL POLICY

Refer to Joint Schedule 5 (Corporate Social Responsibility), Section 6 (Sustainability).

DWP Procurement Sustainability Policy is currently being updated but our Sustainable Development Policy can be viewed [HERE](#). Also attached at **Annex A** to this Order Form is the DWP Environmental Commitment Statement.

In delivering the services, the Supplier acknowledges that the Authority must at all times be seen to be actively promoting Sustainable Development through its environmental, social, and economic responsibilities. The Supplier shall produce, within 6 months (and annually thereafter), a Sustainable Development Policy Statement and Sustainable Development Plan to include information as set out in **Annex B** to this Order Form.

BUYER'S SECURITY POLICY

Refer to Order Schedule 9 (Security)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED FOI S(2)40]

1-3 Baltic Wharf, Station Road, Maldon, Essex.

CM9 4LQ

SUPPLIER'S CONTRACT MANAGER

As Above

PROGRESS REPORT FREQUENCY

On the 5th Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Refer also Order Schedule 15 (Order Contract Management)

Operational Meeting	Description	Timeframe or Delivery Date
Kick Off / Initiation Meeting	Contract commencement with an opportunity to reconfirm scope and deliverables.	Within week 1 of Contract Award
Monthly Progress Review Meeting (Operational Board)	Service review meetings to discuss performance, review monthly Management Information, any challenges, Risks etc. Attendance: Supplier & Buyer Authorised Representatives & Contract Managers	Meeting schedule & outline agenda to be confirmed/agreed at Kick Off Meeting Commence May 2023
Quarterly Review Meeting	Quarterly Review Meeting – discuss performance, change control requirements, innovations/Service improvements, Risks. Attendance: Supplier & Buyer Authorised Representatives & Contract Managers & Commercial Leads	Meeting schedule & outline agenda to be confirmed/agreed at Contract award Commence June 2023

KEY STAFF

Account Manager	[REDACTED FOI S(2)40]	[REDACTED FOI S(2)40]
Account Administrator	[REDACTED FOI S(2)40]	[REDACTED FOI S(2)40]
Logistics Co-ordinator	[REDACTED FOI S(2)40]	[REDACTED FOI S(2)40]

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Pricing Information.

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) and will provide metrics as agreed, to demonstrate the commitments specifically for Social Value Theme 'Fighting Climate Change'.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED FOI S(2)40]	Signature:	[REDACTED FOI S(2)40]
Name:	[REDACTED FOI S(2)40]	Name:	[REDACTED FOI S(2)40]
Role:	Marketing & Bid Director	Role:	Commercial Lead
Date:	31.03.23	Date:	31 st March 2023

Annex A - Department for Work and Pensions Estates Environmental Commitment Statement

The Department for Work and Pensions (DWP) is responsible for welfare, pensions and child maintenance policy. As the UK's biggest public service department, it administers the State Pension and a range of working age, disability and ill health benefits to around 20 million claimants and customers. DWP recognises its potential to impact the environment, positively or negatively, directly or indirectly, through the management of its estate. This statement sets out DWP's commitment to protect the environment, prevent pollution and continually improve its environmental performance. This commitment compliments DWP's sustainability strategies which set out wider departmental objectives and initiatives for delivering on these.

DWP will:

- Ensure compliance, at minimum, with all relevant environmental legislation
- Set environmental objectives and targets in line with UK government policy
- Undertake regular reviews of performance against our objectives and targets
- Take action to prevent pollution, reduce emissions and decrease waste production
- Take action to improve utilities and resource efficiency
- Ensure all personnel who interact with environmental matters are appropriately trained
- Integrate environmental considerations into decision-making processes

DWP expects all staff, contractors, and suppliers working with the department to share these commitments and will communicate this statement with all relevant parties. This statement will be reviewed annually to ensure it accurately reflects DWP's latest commitments and strategy.

Annex B - Sustainability Reporting Requirements

1.1 1 General

1.1 The Supplier acknowledges that the Authority must at all times be seen to be actively promoting Sustainable Development through its environmental, social and economic responsibilities.

1.2 In delivering the Services, the Supplier shall and shall ensure that its Staff assist and cooperate with the Authority, by fully complying with the requirements of this document.

1.2 2 Compliance

2.1 The Supplier shall produce a Sustainable Development Policy Statement and Sustainable Development Plan in accordance with paragraphs 2.2 and 2.3 of this document, within six (6) months of the Order Start Date and annually

thereafter. The Sustainable Development Policy Statement and Sustainable Development Plan must be specific to the Contract and include all Sub-contractors involved in delivery of the Contract. The Supplier must obtain the required information from Sub-contractors and then collate and submit as stated above.

2.2 In delivering the Services, the Supplier shall prepare a Sustainable Development Policy Statement giving, for each organisation involved in delivery of the Contract an overarching commitment to:-

- a) dispose of Contract waste in a legal manner (i.e. waste is disposed of via a registered waste collector, the Waste Electrical and Electronic Equipment (WEEE) regulations are adhered to where relevant);
- b) reduce energy consumption;
- c) promote waste management including recycling;
- d) promote green or public transport;
- e) promote Corporate Social Responsibility (CSR); and
- f) the Sustainable Development Policy and that of continuous improvement which should be signed and dated by senior management.

2.3 In delivering the Services, the Supplier shall prepare and deliver a Sustainable Development Plan which should be used to turn the commitment shown in the Sustainable Development Policy into action and which as a minimum, detail how each organisation involved in delivery of the Contract will:-

- a) reduce their **Environmental** footprint of this Contract through:
 - (i) minimising the use of energy, water and materials;
 - (ii) minimising waste and increasing recycling levels;
 - (iii) utilising recycled goods within operations;
 - (iv) providing efficient low carbon delivery methods; and
 - (v) promoting the use of green or public transport.
- b) contribute to **Social** sustainability of this Contract through:
 - (i) purchasing goods and services that are produced and delivered in line with International Labour Organisation principles in respect to human rights and conditions of employment;

- (ii) supporting a diverse supply chain by cultivating opportunities for Minority Owned Businesses; and
 - (iii) providing adequate training opportunities for Staff.
- c) drive **Economic** sustainability of this Contract through:
 - (i) supporting job creation both locally and nationally; and
 - (ii) facilitating opportunities for Minority Owned Businesses and Small and Medium-sized Enterprises.

2.4 To aid the Buyer in monitoring the progress of each organisation the following information should also be included in your plan:

- a) a baseline assessment of current position in terms of waste minimisation, recycling and energy consumption (energy consumption only required if current energy usage is available to organisations);
- b) annual estimates of the progress of Sustainable Development actions;
- c) details of how Staff awareness of Sustainability will be increased in line with the Sustainable Development Plan.