

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

**Order Form**

ORDER REFERENCE:	Con_21922
THE BUYER:	Ministry of Justice
BUYER ADDRESS	102 Petty France; Westminster, London
THE SUPPLIER:	Oaklin Limited
SUPPLIER ADDRESS:	20 Rathbone Place, London, W1T1 HY
REGISTRATION NUMBER:	08651117
DUNS NUMBER:	219582324

DPS SUPPLIER REGISTRATION SERVICE ID:

**APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 06/03/2023.

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

**DPS FILTER CATEGORY(IES):**

- Non-assured NCSC Services
- Risk Management
- Risk Assessment
- Training
- Security Strategy
- Cyber Transformation
- Policy Development
- Project Management – PRINCE Qualified
- Other

## **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 6 (Key Subcontractors)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM3764iii
    - Order Schedule 1 (Transparency Reports)
    - 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 13 (Implementation Plan and Testing)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 18 (Background Checks)
    - 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:** Mon 6<sup>th</sup> March 2023

**ORDER EXPIRY DATE:** Fri 5<sup>th</sup> March 2025

(The contract duration will be for 2 years to allow commercial flexibility; however, PO will be raised for initial period of 6months. Any subsequent services are subject to internal governance and CCN)

**ORDER INITIAL PERIOD:** Initial period is 6 months

**ORDER OPTIONAL EXTENSION:** 12 months

## **DELIVERABLES**

The focus for JML 4 is to continue to enhance the capability of the MoJ by:

- Extending the Account Remediation Process implemented in Phase 3 to include additional business critical services
- Investigating and fixing identified JML gaps in the MoJ's critical systems.

This will be achieved by delivering:

- Streamlined, standardised and accessible JML organisational processes focussed on business-critical services
- Improvements to user management across critical services
- Fixes to JML issues identified within business-critical services
- Recommendations for future JML improvements.

Supplier will work to priorities agreed by the project steering committee with an initial priority to:

- Adapt the existing Account Remediation tool and process to further critical systems, prioritising systems where the most impact may be made in mitigating any security risk (e.g., MoJO, LAA Portal)
- Standardise and improve JML processes across the MoJ's critical systems and organisations to address known JML gaps, adopting a user-centric approach
- Build on the work of JML 3 to deliver a single digital form that encompasses additional MoJ JML processes
- Advise on a strategic roadmap for the MoJ's JML transformation
- Enact a comprehensive change management strategy and collaborate with end users throughout the engagement.

During the project Supplier will:

- Minimise disruption to the department and manage any disruptions that occur
- Ensure engagement remains strong from MoJ employees
- Enable MoJ to realise the benefits of the new JML processes as quickly as possible
- Deliver greater benefits and improved performance for MoJ over the long-term.

Delivery date of the above deliverables will be by or before **[REDACTED]**. Team members will be deployed as reasonably required to produce agreed deliverables to time and quality.

Successful completion means sign-off of the deliverables and activities by the buyer project manager. Supplier will issue deliverables, or a summary of activities where the deliverable is an activity, to the buyer project manager with five working days for review and sign-off. All services will be defined in each Requests/Statements of Work. The SoWs are to be agreed by the Buyer's Service Lead on behalf of the Buyer, who shall approve the SOWs with the Supplier's designated signatory.

**MAXIMUM LIABILITY**

[REDACTED]

**ORDER CHARGES**

[REDACTED]

**Order Schedule 20 (Order Specification)**

[REDACTED]

**PAYMENT METHOD**

The payment method for this Call-off Contract is BACS.  
PO number will be confirmed after signature.

**BUYER'S INVOICE ADDRESS:**

MOJ\_OU, NEWPORT SSCL - MINISTRY OF JUSTICE,  
PO Box 743, NEWPORT, NP10 8FZ.

Email: [REDACTED]

Copy sent to: [REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S CONTRACT MANAGER**

[REDACTED]

[Operational Team](#)

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

[Ministry of Justice and the environment - GOV.UK \(www.gov.uk\)](#)

**BUYER'S SECURITY POLICY**

<https://security-guidance.service.justice.gov.uk/#cyber-and-technical-security-guidance>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

First Working Day of each calendar month.

**PROGRESS MEETING FREQUENCY**

First Working Day of each quarter.

**KEY STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

None

**COMMERCIALLY SENSITIVE INFORMATION**

Price breakdown and day-rates.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**Other Schedules Agreed:**

[REDACTED]

**SOCIAL VALUE COMMITMENT**

The Supplier agrees, in providing the Deliverables and performing its obligations, that it will comply with Joint Schedule 5 (Corporate Social Responsibility).

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:	[REDACTED]	Date:	[REDACTED]