

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **C111176**

THE BUYER: **NHS England**

BUYER ADDRESS 7-8 Wellington Place, Leeds, LS1 4AP

THE SUPPLIER: Basis Social Limited

SUPPLIER ADDRESS: 246 Banbury Road, Oxford, OX2 7DY

REGISTRATION NUMBER: 13073488



APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 25th May 2023.

It's issued under the DPS Contract with the reference number **RM6126** DPS Contract Reference number for the provision of Patient & Public Involvement & Engagement Delivery.

DPS FILTER CATEGORY(IES):
Not applicable

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. DPS Special Terms
4. 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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
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 - Order Schedules
 - Order Schedule 1 (Transparency Reports)
 - 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 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126** DPS Contract reference number
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.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract and set out in the following Annexes to this Order Form:

Special Term 1: Statements of Works

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This Order Contract is a defined term contract: it is for a fixed period of time to work on a number of research projects. During the Contract Period, the Buyer and Supplier may agree and execute Statements of Work ("SOW") for each research project. Once signed by the Parties, the Statements of Work shall be incorporated into and will form part of this Order Contract.

The following SOW form part of the Invitation to Tender and remain as draft as at the date of this Order Contract. The Buyer reserves the right to amend and update these SOWs following the execution of the Order Contract.

Annex	Title
SOW001	DigiTrials Patient and Public Involvement

A Statement of Work consists of two parts however the specification and costs together form the Statement of Work:

- Specification: the technical specification developed using template contained in the attached Annex 1 of this Order Form: Statement of Work Template (Specification); and
- Costs: the pricing workbook which shall be output from the Commercial model. An example of this may be found in Annex 2 of this Order Form: Statement of Work Template (Costs).

The Parties agree that the templates in both Annex 1 and Annex 2 to this Order Form may be updated by the Buyer from time to time to reflect emerging Buyer needs. The Buyer shall notify the Supplier of any material change to the template in writing.

Special Term 2. **Order Form Annexes**

The following Annexes are incorporated into this Order Form:

Annex	Title
Annex 1	Statement of Work (Specification) Template
Annex 2	Statement of Work (Costs) Template

Special Term 3.

None

ORDER START DATE: **12th June 2023**

ORDER EXPIRY DATE: **11th June 2024**

ORDER INITIAL PERIOD: **12 Months**

OPTIONAL EXTENSIONS: **2 x 12 Months**

DELIVERABLES

Option B: 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 **£400,000.00** Estimated Charges in the first 12 months of the Contract.

ORDER CHARGES

Option B: See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Electronic Invoicing

Tradeshift is a cloud-based business-to-business platform; who have worked closely with us to meet our requirements as a shared business service to allow you to submit invoices quickly and easily. NHS SBS would like to invite you to start sending invoices electronically to NHS SBS clients via Tradeshift so that you can experience the many benefits for yourself. To register for Tradeshift please visit <https://nhssbs.support.tradeshift.com/> and view the section called 'Getting Started with Tradeshift'.

Essential requirements

To ensure that invoices are processed without delay it is essential that the organisation is provided with the following information:

- NHS Purchase Order Number - requests for goods and services should be accompanied by a Purchase Order number. If you have received a Purchase Order number you must ensure you quote it on your invoice in the PO field on the invoice.
- If you do not have a Purchase Order number, please provide us with:

The Organisation contact name and Department; this is the person who requested and received the goods or services. If requested by the organisation, this should be in the following format: XXJBLOGGS (where the contact name is J Bloggs). This name should be placed in the PO number

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field on the invoice so that our scanning software will pick it up. This information is vital for invoice authorisation; without it payment will be delayed.

BUYER'S INVOICE ADDRESS:

NHS ENGLAND
X24 PAYABLES K005
PO BOX 312
LEEDS
LS11 1HP

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]

BUYER'S ENVIRONMENTAL POLICY

Details to follow

BUYER'S SECURITY POLICY

Details to follow

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted]

SUPPLIER'S CONTRACT MANAGER

[Redacted]

PROGRESS REPORT FREQUENCY

Insert report frequency: Monthly

PROGRESS MEETING FREQUENCY

Insert meeting frequency: To be agreed on a project-by-project basis

KEY STAFF

[Redacted]

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KEY SUBCONTRACTOR(S)



E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

[**Insert** Not applicable **or insert** Supplier's Commercially Sensitive 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)

