

## **Call off Order Form and Contract DHSC:ASC: Charging Reform – Local Authority Operational Readiness**

### **Order Form**

ORDER REFERENCE: C97601

THE BUYER: **on behalf of the Secretary of State of the  
Department of Health and Social Care**

BUYER ADDRESS 39 Victoria Street London SW18 2JT

THE SUPPLIER: PA Consulting Services Limited

SUPPLIER ADDRESS: 10 Bressenden Place, London, SW1E 5DN

REGISTRATION NUMBER: 414220

DUNS NUMBER: 211000617

DPS SUPPLIER REGISTRATION SERVICE ID: 211000617

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 1<sup>st</sup> August 2022. It's issued under the DPS Contract with the reference number RM6126 (Research and Insights) for the provision of a novel approach to quantitative and qualitative data collection and assessment to understand the readiness of local authorities (LAs) to implement charging reforms in Adult Social Care.

### **DPS FILTER CATEGORY(IES):**

**RM6126:** Local Government, Adult social care, Quantitative, Qualitative, Mixed method (qualitative and quantitative), England

## 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**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126**
    - Joint Schedule 1- (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate social responsibility)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee) – Not Used
    - Joint Schedule 9 (Minimum Standards of Reliability)- Not Used
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)- Not Used
  - Order Schedules for C78942
    - Order Schedule 1 (Transparency Reports).
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender) – Not used
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 6 (ICT Services) – Not used
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security)- Part A
    - Order Schedule 10 (Exit Management)
    - Order Schedule 12 (Clustering) – Not Used
    - Order Schedule 13 (Implementation plan and testing) – Not use
    - Order Schedule 14 (Service Levels) – Not Used
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking) - Not Used
    - Order Schedule 17 (MOD Terms) – Not Used
    - Order Schedule 18 (Background Checks) – Not Used
    - Order Schedule 19 (Scottish Law) – Not Used
    - Order Schedule 20 (Order Specification)
    - Order Schedule 21 (Northern Ireland Law) – Not Used

- Order Schedule 23 (HMRC Terms) – Not Used
- 5. CCS Core Terms (DPS version) v1.0.3

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: **9<sup>th</sup> August 2022**

ORDER EXPIRY DATE: **1<sup>st</sup> February 2024**

ORDER OPTION EXPIRY DATE: **1<sup>st</sup> July 2024**

ORDER INITIAL PERIOD: **18 Months**

ORDER OPTION PERIOD: **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 £ XXXXXXXXXX

#### ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

All invoices must be send quoting a valid Purchase Order number.

DHSC is [mb-paymentqueries@dhsc.gov.uk](mailto:mb-paymentqueries@dhsc.gov.uk)

Within 10 Working Days of receipt of your countersigned copy of the Contract, we will send you a unique Purchase Order number (the “**PO Number**”). You must be in receipt of a valid PO Number before submitting an invoice.

All invoices must be send quoting a valid PO Number. Every payment request must be accompanied by a current statement of accounts; this is a standard commercial process and should show all invoices raised and amounts outstanding. Copy invoices requiring payment must be sent with all statement of accounts with supporting documents. The minimum supporting documents required are an invoice and packing list.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO item number (if applicable) and the details (name and telephone number) of your Authority contact (i.e. Authority Representative). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment, please contact our Accounts Payable section by email to: DHSC is [accountspayable@dhsc.gov.uk](mailto:accountspayable@dhsc.gov.uk)

#### ADDITIONAL CLAUSES ORDER SPECIAL TERMS

If the Buyer does not receive approval of sufficient funding from [insert full name of investment committee making the funding decision] in relation to the Deliverables and covering the entire Order Initial Period the Buyer has the right to terminate this Order Contract on 31 March 2023 by giving the Supplier not less than 30 days' written notice. Whether or not any funding approved by [insert full name of investment committee making the funding decision] is sufficient shall be determined at the sole discretion of the Buyer.

#### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
Policy Implementation Adult Social Care Reform  
39 Victoria Street London  
SW18 2JT

#### BUYER'S ENVIRONMENTAL POLICY

available online at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/356348/Environmental\\_and\\_sustainability\\_policy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/356348/Environmental_and_sustainability_policy.pdf)

#### BUYER'S SECURITY POLICY

available online at HMG Security Policy Framework (April 2014) available at <https://www.gov.uk/government/publications/security-policy-framework>, as amended by notification to the Supplier from time to time;

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]  
[REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

PROGRESS REPORT FREQUENCY  
**As per Specification – Order From Schedule 20**

PROGRESS MEETING FREQUENCY  
**As per Specification – Order From Schedule 20**

KEY STAFF  
[REDACTED] (Delivery Partner)  
[REDACTED] (Assignment Director)

KEY SUBCONTRACTOR(S)  
PA Holdings Limited

COMMERCIALLY SENSITIVE INFORMATION  
For the purposes of Joint Schedule 5, the Supplier's Commercially Sensitive Information is:

[REDACTED] [REDACTED] [REDACTED]  
[REDACTED]  
[REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]

SERVICE CREDITS  
Not applicable

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

SOCIAL VALUE COMMITMENT  
Not Applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf Secretary of State for Health and Social Care</b>	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	Toby Fogg
Role:	Member of PA's Management Group	Role:	Senior category Manager
Date:	[REDACTED]	Date:	09/08/2022

