

DPS Schedule 6 (Order Form and Order Schedules)

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

Order Reference: CPD4128027

The Buyer: Ministry of Housing, Communities and Local Government

Buyer Address: Fry Building,
2 Marsham Street,
London,
SW1P 4DF,
United Kingdom

The Supplier: Press Data Limited

Supplier Address: 1 St. Colme Street,
Edinburgh,
EH3 6AA

Registration Number: SC177530

DUNS Number: 53-603-9464

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 17th December 2024.

It's issued under the DPS Contract with the reference number CPD4128027 for the provision of Media Monitoring Services.

DPS FILTER CATEGORIES

Subject Area, subcategory Culture, Media and Sport: broadcast media, digital media, print media, social media.

Research Methods, subcategory Analysis and Modelling: social media analysis, media monitoring, sentiment analysis, entity level sentiment analysis.

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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) CPD4128027
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for CPD4128027
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for CPD4128027
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - 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 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) CPD4128027
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:

None

ORDER START DATE:	19 th December 2024
ORDER EXPIRY DATE:	18 th December 2026
ORDER INITIAL PERIOD:	2 years with 2 x optional 1-year extensions

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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 £21,001.00 (excluding VAT).

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Specific Change in Law

Rates will remain firm (i.e. will not be changed) for the initial 2-year contract term. Rates may be reviewed for any subsequent extension period, subject to agreement with the Buyer.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACS/ Electronic Invoice

Invoicing will be monthly in arrears. Invoices must quote the Buyer's Contract Reference and Purchase Order Number along with an appropriate description of the goods/ services provided/ completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment from which the Buyer cannot be held responsible.

BUYER'S INVOICE ADDRESS

<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE

<REDACTED>

BUYER'S ENVIRONMENTAL POLICY

Available online at [Greening Government Commitments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/greening-government-commitments)

BUYER'S SECURITY POLICY

Available online at [Security policy framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/security-policy-framework)

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SUPPLIER'S AUTHORISED REPRESENTATIVE

<REDACTED>

SUPPLIER'S CONTRACT MANAGER

<REDACTED>

PROGRESS REPORT FREQUENCY

Every four weeks initially for the first three months following contract commencement – then quarterly thereafter.

PROGRESS MEETING FREQUENCY

Every four weeks initially for the first three months following contract commencement – then quarterly thereafter

KEY STAFF

<REDACTED>

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).
The Service Period is: one month

A Critical Service Level Failure is the failure to deliver press cutting items on any given day (including weekends and public holidays but excluding Christmas Day when there are no newspapers).

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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For and on behalf of the Secretary of State for the Ministry of Housing, Communities, and Local Government	
Name:	<REDACTED>
Role:	<REDACTED>
Signature:	<REDACTED>
Date:	18 th December 2024

For and on behalf of Press Data Limited	
Name:	<REDACTED>
Role:	<REDACTED>
Signature:	<REDACTED>
Date:	18 th December 2024