

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: 709493450

THE BUYER: Ministry of Defence

BUYER ADDRESS: Defence Digital, CRP, Spur F1, Building 405, MOD
Corsham, Westwells Road, Corsham, SN13 9NR,
United Kingdom

THE SUPPLIER: Redbay Limited

SUPPLIER ADDRESS: Cmj Accountancy Ltd,
Whitfield Business Hub,
184-200 Pensby Road,
Heswall,
Wirral
CH60 7RJ

REGISTRATION NUMBER: 14045068

DUNS NUMBER: 228852196

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 29/01/2024. It's issued under the DPS Contract with the reference number RM3764iii for the provision of Cyber Security Services.

DPS FILTER CATEGORY(IES):
Audit and Review, Clearance: Security Check

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)
 - Order Schedules for RM3764iii
 - Order Schedule 2 (Staff Transfer)
 - 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 13 (Implementation Plan and Testing)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 17 (MOD Terms)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 22 (Secret Matters)
4. CCS Core Terms (DPS version)
5. Joint Schedule 5 (Corporate Social Responsibility) RM3764iii
6. Annexes A & B to Order Schedule 6
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.

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
Copyright 2020**ORDER SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract:

Special Term 1. Primary Quality Assurance Standard Requirements – No specific Quality Management System requirements are defined. This does not relieve the Supplier of providing conforming products under this contract.

Special Term 2. Quality Plans – No Deliverable Quality Plan is required, reference DEFCON 602B Edn. 12/06.

Special Term 3. Concessions – Concessions shall be managed in accordance with Def Stan. 05-061 Part 1, Issue 7 – Quality Assurance Procedural Requirements – Concessions.

Special Term 4. Contractor Working Parties – Any contractor working parties shall be provided in accordance with Def Stan. 05-061 Part 4, Issue 4 – Quality Assurance Procedural Requirements – Contractor Working Parties.

Special Term 5. Security - The Supplier confirms that Supplier Staff working on Buyer Sites and on Buyer Systems and Deliverables hold a valid SC Security Clearance at the start of this contract.

Special Term 6. IR35 Assessment – The assessment has determined that “off-payroll” working rules apply to this contract.

Special Term 7. Security Aspects Letter – The Supplier has confirmed compliance with the Security Aspects Letter for this Contract.

Special Term 8. Cyber Security – The Risk Profile for this contract has been assessed as “Low”. The Risk Assessment Reference is: RAR-131339441.

ORDER START DATE: 01/02/2024

ORDER EXPIRY DATE: 31/07/2026

ORDER INITIAL PERIOD: 30 months

ORDER OPTIONAL EXTENSION N/A

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
Copyright 2020

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 [REDACTED].

ORDER CHARGES

<u>Milestone Ref</u>	<u>Name</u>	<u>Description/Acceptance Criteria</u>	<u>Delivery Date</u>	<u>Price (Ex VAT)</u>
<u>1a</u>	Recovery Pre-Mortem workshop Process v0.2	Refine the existing workshop facilitation process to generate the required outputs within the workshop report to enable system owners to build a CARP compliant cyber recovery plan (using the CARP Framework and CARP Playbook)	CA + 1 month	[REDACTED]
<u>1b</u>	Pre-Mortem workshop report template	Design a high-level summary report template to be populated following each pre-mortem (the existing template can be used as a reference)	CA + 1 Month	[REDACTED]
<u>2a</u>	15 Pre-mortems delivered	15 workshops held and 15 reports submitted to the Authority for review.	17/07/2024	[REDACTED]
<u>2b</u>	Recovery Pre-mortem Process v0.3	Refine the process to include feedback captured from the first batch of pre-mortems (15).	31/08/2024	[REDACTED]
<u>3a</u>	30 Pre-Mortems Delivered	An additional 15 workshops held, and 15 reports submitted to the Authority for review.	04/02/2025	[REDACTED]
<u>3b</u>	Recovery Pre-mortem Process v0.4	Refine the process to include feedback captured from the second batch of pre-mortems (30).	28/02/2025	[REDACTED]

DPS Ref: RM3764iii
Model Version: v1.0

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
Copyright 2020

<u>4a</u>	45 Pre-mortems delivered	An additional 15 workshops held, and 15 reports submitted to the Authority for review.	30/09/2025	██████
<u>4b</u>	Recovery Pre-Mortem Process V0.5	Refine the process to include feedback captured from the third batch of pre-mortems (45).	31/10/2025	██████
<u>5a</u>	60 Pre-Mortems Delivered	An additional 15 workshops held, and 15 reports submitted to the Authority for review.	22/03/2026	██████
<u>5b</u>	Recovery Pre-Mortem Process V1	Recovery Pre-mortem Process v1.0 – Refine the process to include feedback captured from the final batch of pre-mortems.	31/03/2026	██████
	Travel and subsistence	Limit of liability to cover travel outside of the UK.		██████

REIMBURSABLE EXPENSES

Travel is required to multiple locations across the UK, T&S within these instances has been included within the milestone pricing above and shall not be invoiced separately. In the instances where pre-mortems are required to be conducted outside of the UK, T&S will be reimbursable in accordance with MoD travel guidelines.

PAYMENT METHOD

Payment will be made via CP&F.

BUYER'S INVOICE ADDRESS:

CRP - Cyber Delivery Team, Spur F1 Bldg. 405, MOD Corsham, Westwells Rd, Corsham, Wiltshire, SN13 9NR.

BUYER'S AUTHORISED REPRESENTATIVE

██████

Defence Digital | Strategic Command
Commercial Officer (██████) - Cyber Resilience Programme
Floorplate F1, Building 405

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
Copyright 2020

MOD Corsham,
Westwells Road,
Corsham
SN13 9NR

BUYER'S ENVIRONMENTAL POLICY

MOD Corsham Environmental Management System, Version 3.0, Dated June 2019.
This is available online at [20190625-EMS Corsham Site June 2019 Document \(1\).doc \(sharepoint.com\)](#). This can be viewed on MODNET.

BUYER'S SECURITY POLICY

MOD Corsham Site SAOP 1 -Corsham Security Standing Orders, Issue 15, Dated March 2021. This is available online at [SAOP 1 Corsham Security Standing Orders.pdf \(sharepoint.com\)](#). This can be viewed on MODNET.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Redbay Ltd
Cmj Accountancy Ltd Whitfield Business Hub,
184-200 Pensby Road, Heswall, Wirral, CH60 7RJ
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Director
184-200 Pensby Road, Heswall, Wirral, United Kingdom, CH60 7RJ
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly report in Word/PowerPoint which describes but not limited to delivery progress, Risk, Issues, Opportunities, invoicing. For each KPI, the actual performance achieved over the relevant period; A summary of all failures to achieve KPIs during that period; For any repeat failures, actions taken to resolve the underlying cause and prevent recurrence; Such other details as may be required from time to time.

PROGRESS MEETING FREQUENCY

Contract Kick-Off Meeting – the supplier will be required to arrange a virtual or Face to face kick-off meeting to introduce the team to the CARP Project Managers and agree the first set of actions.

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
Copyright 2020

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).

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	██████	Signature:	██████
Name:	██████	Name:	██████
Role:	Director	Role:	Commercial Officer
Date:	21 Jan 2024	Date:	01/02/2024