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

**Order Form**

ORDER REFERENCE: 25861 Access to Work Plus ECM\_11385

THE BUYER: Department for Work and Pensions (DWP)

BUYER ADDRESS Caxton House, Tothill Street, London, SW1H 9DA

THE SUPPLIER: Kings College London

SUPPLIER ADDRESS:1st Floor, King's College, Virginia Woolf Building, 22 Kingsway, London WC2B 6LE

REGISTRATION NUMBER:

DUNS NUMBER: **[Insert** if known]

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert** if known]

This Order Form is for the provision of the Call-Off Deliverables and dated 30/10/23

It is issued under the Framework Contract with the reference number RM6126 for the provision of Access to Work Plus

**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)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules: -
  + Joint Schedule 1 (Definitions)
  + 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)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules: -
  + 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)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility)

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

None

ORDER START DATE: 30/10/23

ORDER EXPIRY DATE: 29/05/24

ORDER INITIAL PERIOD: 7 months

(with option to extend by up to 7 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£60,155.00 (maximum contract value)

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

£60,155.00

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Electronic invoice containing purchase order number

Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

BUYER’S INVOICE ADDRESS:

Invoices must contain the purchase order number and submitted to SSCL by email to REDACTED. Copy invoice to DWP Contract Manager (contact details to be supplied)

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER’S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

Weekly

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |