

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

## Order Form

ORDER REFERENCE: **Project 19135**

THE BUYER: **Home Office – Secretary of State for the Home Department**

BUYER ADDRESS Home Office, 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: **Basis Social Limited, T/A The Social Agency**

SUPPLIER ADDRESS: The Fisheries, Mentmore Terrace, London, United Kingdom, E8 3PN

REGISTRATION NUMBER: 13073488

DUNS NUMBER: 227526959

DPS SUPPLIER REGISTRATION SERVICE ID:

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 04/08/2025. It's issued under the DPS Contract with the reference number RM6126 for the provision of **Evaluation of asylum and returns policy initiatives - Home Office staff and external stakeholders perspectives.**

### DPS FILTER CATEGORY(IES):

**Asylum / Immigration / Migration, Diversity, equality and protected characteristics, Policy analysis and development, Data privacy, Thematic analysis, Qualitative, Face-to-face, Online, Depth interviews, Impact evaluation, Process evaluation, Rapid Evidence Assessment (REA), Scoping Review, Literature Review / Narrative Review / Narrative Literature Review, Quota-based sample, Convenience sampling, Purposive sampling, Snowball sampling, Public sector employees, Civil servants, NGOs (non-governmental organisations), Asylum seekers / refugees, Hidden / hard to reach / socially excluded / vulnerable populations, Victims of crime, England, Wales, Scotland, Northern Ireland**

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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) **RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126**
    - 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)
  - Order Schedules for **Project 19135**
    - 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 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 18 (Background Checks)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
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

None

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ORDER START DATE: **July 31<sup>st</sup> 2025**

ORDER EXPIRY DATE: **March 31<sup>st</sup> 2028**

ORDER INITIAL PERIOD: 32 months

Optional extension of up to one (1) year.

**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 <redacted>.

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Purchase Order and Invoice with payments via BACS. Payment will be aligned to the agreed deliverables and associated timing(s).

The electronic PDF invoice shall be emailed to:

[HOSupplierinvoices@homeoffice.gov.uk](mailto:HOSupplierinvoices@homeoffice.gov.uk)

**BUYER'S INVOICE ADDRESS:**

**2 Marsham Street  
London.  
SW1P 4DF**

**BUYER'S AUTHORISED REPRESENTATIVE**

**<Redacted>**

**BUYER'S ENVIRONMENTAL POLICY**

[Environmental Policy](#)

**BUYER'S SECURITY POLICY**

[Data Security Policy](#)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**<Redacted>**

**SUPPLIER'S CONTRACT MANAGER**

<Redacted>

**PROGRESS REPORT & MEETING FREQUENCY**

<Redacted>

**KEY STAFF**

<Redacted>

**KEY SUBCONTRACTOR(S)**

<Redacted>

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

<Redacted>

**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)

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	Managing Partner	Role:	Associate Commercial Specialist
Date:	04/08/25	Date:	04/08/2025

## **Annex 1 – Schedules**

### **Joint Schedules**

<Redacted>

### **Amended Joint Schedules**

<Redacted>

### **Order Schedules**

<Redacted>

### **Amended Order Schedules**

<Redacted>

### **DPS Terms and Conditions**

<Redacted>