



THE SECRETARY OF STATE FOR WORK AND PENSIONS

AND

[SUPPLIER]

TEST AND LEARN DPS

[Project_20559]

Version: 1.0

SCHEDULE F2:

ORDER FORM TEMPLATE AND CALL-OFF SCHEDULES

Part A - Order Form Template

Contract Number: []

From the ("Buyer "): []

To the ("SUPPLIER")

Name: []

Registered Address: []

Registered Number: []

DUNS Number: []

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. Completion and execution of a Call-Off Contract may be achieved using an equivalent document or electronic purchase order system. The text below should be copied into any electronic order forms.

DPS CONTRACT:

This Order Form is issued in accordance with and subject to the provisions of the Test and Learn DPS Contract with the reference number **[Insert]** and dated **[Day Month Year]**.

CALL-OFF INCORPORATED TERMS

The following documents shall be incorporated into this Call-Off Contract. If they conflict, the following order of precedence shall apply:

1. This Order Form other than the Paragraph entitled "Call-Off Tender".

2. The Core Terms (v1.0) and its Annex (Definitions).

3. The following Schedules (each taking equal precedence):

C1 (Contract Management v1.0)

C2 (Security Requirements and Plan v1.0)

And the following optional Schedule (where applicable)

C3 (Welsh Language Scheme) - **[Applicable][Not Applicable]**

4. The Call-Off Tender provided that any parts of the Call-Off Tender which offer a better commercial position for the Buyer (as decided by the Buyer) will take precedence over the documents above.

No other terms whether written on the back of, appended to this order, or presented at the time of delivery shall form part of the Call-Off Contract.

1. CONTRACT PERIOD

(1.1) Start Date

[TextReq]

[Guidance: Insert the date on which the Call-Off Contract is to take effect.]

(1.2) Expiry Date

Subject to earlier termination of the Contract in accordance with Clause 14 (Ending the Contract), the Call-Off Contract shall expire on [TextReq]

2. SERVICES REQUIREMENTS

(2.1) Services and Deliverables required

[TextReq]

[Guidance: Include a high level description of the Services including the title]

(2.2) Specification

[TextReq]

[Guidance: Upload specification here.]

(2.3) Categories under which the above Services are being supplied

[TextReq]

(2.4) Delivery Premises (if applicable)

[Guidance: Include all addresses (including postcodes) of where the Services will be performed.]

[TextReq]

and/or

Buyer Premises (Y/N)

(2.5) Supplier's Outline Security Plan

[Note: to be appended – dependent upon security requirement/process]

(2.6) Special Terms

[Guidance: Insert details as required or N/A]

(2.7) Supplier's Business Continuity and Disaster Recovery Plan

[Guidance: Insert details as required including date by which plan is required or N/A]

(2.8) Disclosure and Barring Service and/or other required vetting checks

[Guidance: Insert details as required or N/A]

(2.9) European Social Fund

[Guidance: Insert details of any ESF requirements or N/A]

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES		
<p>(3.1) Performance Requirements</p> <p><i>[Guidance note: Insert the appropriate performance requirements that the Services will be required to comply with including any applicable Standards]</i></p> <p>When providing the Services, the Supplier shall as a minimum ensure that it achieves the following Service Levels:</p>		
Category	Respective Performance Requirement Description including remediation period (if any)	Critical Service Failure where failure to achieve (Y/N)
<p>If the level of performance of the Supplier of any element of the Services during the Contract Period is a Service Failure which if it occurs would be identified as a Critical Service Failure in the table above, the Buyer shall be entitled to terminate this Call-Off Contract pursuant to such Clause 14.4.7.</p>		
<p>(3.2) Performance Monitoring Regime/Management Information</p> <p><i>[Guidance: Details to be included of the same]</i></p>		

4. PRICE, PAYMENT

(4.1) Charges payable by the Buyer (excluding VAT), and payment profile:

[TextReq]

[Guidance: Insert details of the Fees and payment profile. This should reflect the price as stated in the Supplier Service Proposal]

(4.2) Invoicing and Payment

The Supplier shall issue invoices in arrears and forward them to the Buyer as follows [].
The Supplier shall include the following detail within an invoice:

[Guidance: Indicate what additional detail may be required within an invoice.]

METHOD OF PAYMENT

[BACS to account [] at [] [Bank / Building Society]]

ADDRESS FOR NOTICES TO THE BUYER

As set out at the top of this Order Form or email address: [] or through [] system

Authorised Processing List

Description Of Authorised Processing	Details
Subject matter of the processing	[]
Duration of the processing	[]
Nature and purposes of the processing	[]
Type of Personal Data	[]
Categories of Data Subject	[]

Schedule F2: Order Form and Call-Off Schedules Template v1.0

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Plan for return and destruction of the data once the processing is complete UNLESS requirement under European Union or European member state law to preserve that type of data	[]
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[]	Signature:	[]
Name:	[]	Name:	[]
Role:	[]	Role:	[]
Date:	[]	Date:	[]

Part B

Call-Off Schedules

[Insert Schedules C1, C2 and C3 (optional)]