

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

## Order Form

THE BUYER: **Department for Education**

BUYER ADDRESS 20 Great Smith St, London SW1P 3BT

THE SUPPLIER: **Institute of School Business Leadership,  
trading as ISBL Trading Ltd for the delivery of this contract**

SUPPLIER ADDRESS: Highdown House, 11 Highdown Road, Leamington Spa, CV31 1XT

REGISTRATION NUMBER: [REDACTED] DUNS NUMBER:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated [REDACTED]. It's issued under the DPS Contract with the reference number RM6219-[Learning and Training Services DPS](#) for the provision of in-person training sessions for school business professionals to be run over two complementary tracks.

DPS FILTER CATEGORY(IES):

Selection criteria were: **Bespoke training:**

- **Business skills**
- **Financial Services**
- **Leadership & Management**
  - **Design and deliver**

## 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) **RM6219**
3. DPS Special Terms
  - RM6219-DPS Schedule 4- DPS management
  - RM6219-DPS Schedule 8- Self Audit Certificate
  - RM6219- DPS Schedule 9- Cyber Essential Certificate
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6219**
    - 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 DPS
    - 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 16 (Benchmarking)
  - Order Schedule 18 (Background Checks)
  
  - Order Schedule 20 (Order Specification)
  
  - CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6219**
6. Order schedule 4 ( Order Tender)

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:

**Special Term 1:** Break Clause – Funding Contingency

This Agreement shall commence on **1 January 2026** and shall continue in full force and effect until **31 March 2027**, unless terminated earlier in accordance with the provisions of this Clause. DfE shall have the right to terminate this Agreement effective **31 March 2026** if funding for the financial year **2026–2027** is not approved. In such case, DfE shall provide written notice of termination to the Supplier no later than **28 February 2026**. In the event of termination under this Clause, DfE shall not be liable for any costs, losses, damages, or claims arising from or relating to the non-extension of the Agreement beyond **31 March 2026**.

**Special Term 2** - Introduction of additional payment clause: Payment cap

The Department for Education (DfE) shall fund a maximum of 280 delivery sessions under this Agreement, comprising 180 sessions for Track 1 and 100 sessions for Track 2. The total value of the sessions delivered shall not exceed £350,000 (exclusive of VAT) for the duration of the contract period, commencing in January 2026 and concluding on 31 March 2027.

ORDER START DATE: 01 January 2026

ORDER EXPIRY DATE: 31 March 2027

ORDER INITIAL PERIOD: 15 Months, **Notwithstanding a break clause on 31<sup>st</sup> March 2026. With an option to extend for another year after 31<sup>st</sup> March 27.**

The enactment of the break clause on 31<sup>st</sup> March 2026, is to be decided by the Dept, and is subject to future funding availability. The Department shall endeavour to provide 30 days' notice should we intend to enact the break clause.

#### 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

██████████

#### 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:

- [Indexation]
- [Specific Change in Law]
- [Benchmarking using Order Schedule 16 (Benchmarking)]

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

Invoice/ Purchase Order/BACS Payment

All invoices must be sent, quoting a valid purchase order number (PO Number), to the following financial inbox as well as to the relevant Buyer contact/s (i.e. Contract Manager and Project Manager):

[accountspayable.OCR@education.gov.uk](mailto:accountspayable.OCR@education.gov.uk)

Within 30 days of this order Contract, the Buyer will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name) of the Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in payment.

#### BUYER'S INVOICE ADDRESS:

[REDACTED]

#### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

#### BUYER'S ENVIRONMENTAL POLICY

Available online at: [Environmental principles policy statement - GOV.UK](#)

#### BUYER'S SECURITY POLICY

Appended as Order Schedule 9 (Security)

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

[REDACTED]

#### PROGRESS REPORT FREQUENCY

Progress Reports are contract performance updates between Buyer and Supplier.

- Content to include for discussion: KPIs, milestones, risks, and upcoming activities.
- Frequency: Monthly

#### PROGRESS MEETING FREQUENCY

Frequency	Length	Focus	Attendees
Fortnightly	30 Minutes	The supplier will be expected to: i. discuss progress against content design requirements and seek departmental agreement on finalised content design ii. once delivery commences, present findings from formative feedback iii. discuss how formative feedback is being used to inform continuous development of the service iv. discuss progress against KPIs.	Supplier's project manager, up to 1 other supplier member of staff. Buyer contract manager, up to 1 other buyer member of staff.

Monthly	1 Hour	The supplier will be expected to present a full monthly review of progress against KPIs and risks and/or issues against these.	Supplier's project manager, up to 1 other supplier member of staff. Buyer contract manager, up to 1 other buyer member of staff.
Quarterly	2 Hours	The supplier will be expected to do the same as outlined in the monthly meeting above and present quarterly costings based on activity across the cost categories in the cost matrix for that quarter, to agree payment with the department.	The same as the above, and one nominated senior member of staff on supplier and buyer side.

**BUYER KEY STAFF**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**SUPPLIER KEY STAFF**

[REDACTED], [REDACTED], [REDACTED],

[REDACTED]

Additional person will be added after contract commencement, name and details will be provided to DfE.

**KEY SUBCONTRACTOR(S)**

**NONE**

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

In accordance with DPS Joint Schedule 4 -Commercially Sensitive Information

**SERVICE CREDITS**

Any Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

**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)]

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	██████████	Date:	██████████