

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

### Order Form

ORDER REFERENCE: **TTSC3085**

THE BUYER: **Department for Transport**

BUYER ADDRESS: [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

THE SUPPLIER: **Actica Consulting Limited**

SUPPLIER ADDRESS: [REDACTED]  
[REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

DPS SUPPLIER REGISTRATION SERVICE ID: [if known]

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 15<sup>th</sup> August 2024  
It's issued under the DPS Contract with the reference number RM3764.3 for the  
provision of Cyber Security Services.

#### DPS FILTER CATEGORY(IES):

Non-assured NCSC Services, Risk Assessment, Policy Development, Cyber  
Essentials Plus, Transport

#### 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) RM3764.3
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 8 (Guarantee)
      - Joint Schedule 10 (Rectification Plan)
      - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM3764iii
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 4 (Order Tender)
    - 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 15 (Order Contract Management)
    - Order Schedule 18 (Background Checks)
    - Order Schedule 20 (Order Specification)
    - Order Schedule 22 (Secret Matters)
4. CCS Core Terms (DPS version)
5. Joint Schedule 5 (Corporate Social Responsibility) RM3764.3
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.

## ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

The supplier must sign a non-disclosure agreement before Contract Award and Signature.

ORDER START DATE: 19/08/2024

ORDER EXPIRY DATE: 28/02/2025

ORDER INITIAL PERIOD: 6 months

ORDER OPTIONAL EXTENSION NA

#### 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 **£120,000**

#### ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

#### REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

#### PAYMENT METHOD

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices. Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

Payment can only be made following satisfactory delivery of pre-agreed products and deliverables at pre-agreed key stages during the financial year. Payment will be split with 10% on initiation, 40% at the completion of the mapping stage and then the final 50% at the end of the project.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

All emailed invoices and credit notes will need to have the DfT contract manager cc'd at all times.

#### BUYER'S INVOICE ADDRESS:

All electronic invoices and credit notes will need to be emailed to:

[REDACTED]

All postal invoices and credit notes to be sent to:

[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**



**BUYER'S SECURITY POLICY**



**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**PROGRESS REPORT FREQUENCY**

Progress reports must be submitted fortnightly in accordance with Clause 14 within Attachment 3 Statement of requirements.

**PROGRESS MEETING FREQUENCY**

Requirement Review meetings will be held at fortnightly for the duration of the contract, in accordance with Clause 17 within Attachment 3 Statement of Requirements.

**KEY STAFF**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

**KEY SUBCONTRACTOR(S)**  
NA

**COMMERCIALLY SENSITIVE INFORMATION**  
NA

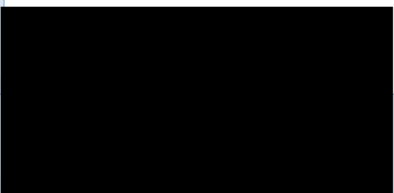
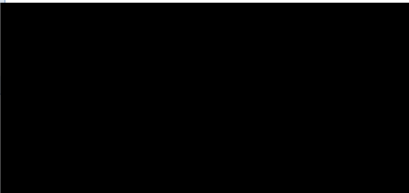
**SERVICE CREDITS**  
NA

**ADDITIONAL INSURANCES**  
NA

**GUARANTEE**  
NA

**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 Relationship Manager
Date:	16/08/2024	Date:	19/08/2024