

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

ORDER REFERENCE: **C140578**

THE BUYER: NHS England

BUYER ADDRESS  
NHS England  
Quarry House,  
Quarry Hill,  
Leeds,  
LS2 7UE

THE SUPPLIER: The University of Southampton

SUPPLIER ADDRESS: University Road,  
Highfield Southampton  
SO17 1BJ

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

DPS SUPPLIER REGISTRATION SERVICE ID: [REDACTED]

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 24 July 2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of Research & Insights.

DPS FILTER CATEGORY(IES):

**CPV code:** 73210000 - Research and Consultancy services

### **Service filters:**

Subject area – Health, Public Services and Society – ‘Public Health’  
Research methods – ‘Research Specialisms’ – ‘Stakeholder Research’  
Target participants – ‘Large Business’ and ‘Public Sector’

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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. 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)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **C140578**
    - 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 10 (Exit Management)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
6. 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:

None

**ORDER START DATE:**  
**contract initiation meeting)**

**01 August 2023 (subject to initial**

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**ORDER EXPIRY DATE:** **31 October 2023 (3 Months from Order Start Date)** for initial package of work. However there may be further packages of work subject to annual budgetary approval and business planning. Future packages of work may include pilot and call-offs over a maximum period or periods of up to 5 years. There will be a break after each package of work, prior to notification of future packages of work if approved.

**ORDER INITIAL PERIOD:** **3 months** for initial package of work. However, there may be further packages of work subject to annual budgetary approval and business planning. Future packages of work may include pilot and call-offs over a maximum period or periods of up to 5 years. There will be a break after each package of work, prior to notification of future packages of work if approved.

**DELIVERABLES**

Option B: 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 Charges for the initial package of work and pilot package of work used to calculate liability in the first Contract Year is [REDACTED] **(ex VAT)** (this is based on [REDACTED] (ex VAT) for the initial of work plus an estimated value of [REDACTED] (ex VAT) for the pilot package of work). The Estimated Charges for the following packages of work beyond year 1 used to calculate the maximum liability in years 2 to 5 is [REDACTED] **(ex VAT)** per annum.

**ORDER CHARGES**

Option B: See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

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:

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

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Invoicing for the initial 3 month term of the contract shall be made monthly in arrears. However, milestones and invoicing for further packages of work are to be agreed as

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part of the Contract variation, when each package of work is approved and receives budgetary approval. All payments shall be in arrears dependant on work or milestones being agreed.

**BUYER'S INVOICE ADDRESS:**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**BUYER'S AUTHORISED REPRESENTATIVE**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**BUYER'S ENVIRONMENTAL POLICY**

Greener NHS, available at: <https://www.england.nhs.uk/greenernhs/>

**BUYER'S SECURITY POLICY**

**None**

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**SUPPLIER'S CONTRACT MANAGER**

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

**PROGRESS REPORT FREQUENCY**

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- The *initiation report* should be submitted 10 calendar days after the contract start date and presented at the initiation meeting.
- The *interim report* should be submitted within 6 weeks after the contract start date and presented at a project meeting.
- The *final report* should be submitted within 10 weeks of the contract start date and presented for approval to the coordination group.

**PROGRESS MEETING FREQUENCY**

Meeting (Purpose)	Frequency
Initiation (scope clarification and proposal on approach)	
Project progress update meeting	
Project meeting (full project meeting, incl. draft methodology, summary of key findings to date, key risks/issues, timeline and milestone review, and next steps)	
Interim and <i>ad-hoc</i> meetings	
Coordination Group (presentation and approval of final output)	

**KEY STAFF****NHS England staff (which may be subject to change)**

- Deputy Director: Horizon Scanning, Demand Signalling and Innovation Business Development
- Horizon Scanning and Demand Signalling Lead
- Horizon Scanning and Demand Signalling Manager
- Horizon Scanning and Demand Signalling Coordinator

**Supplier staff**

Set out within Order Schedule 4 (Order Tender)

**KEY SUBCONTRACTOR(S)****E-AUCTIONS**

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Not applicable.

**COMMERCIALLY SENSITIVE INFORMATION**

All parts of the Commercial Questionnaire, except for the total contract value for a period of five years.

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

**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:**

