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

**Order Form**

ORDER REFERENCE: CCS Framework RM6209 ITT Reference Number 7567

THE BUYER: Defence Infrastructure Organisation (DIO)

BUYER ADDRESS DIO Offices, 2nd Floor, Building 1/150, Murrays Lane, HM Naval Base, Portsmouth, Hampshire, PO1 3NH

THE SUPPLIER: Virtual College Limited

SUPPLIER ADDRESS: Marsel House, Stephensons Way, Ilkley, West Yorkshire, LS29 8DD

REGISTRATION NUMBER: 03052439

DUNS NUMBER: 779461276

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 23 May 2022.

It’s issued under the DPS Contract with the reference number RM6209 for the provision of Digital Training & Support Services.

DPS FILTER CATEGORY(IES):

Filter selection:

Computer training services, Personal development training services, Staff training services, Training programme services

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 RM6209
3. The following Schedules in equal order of precedence:

* Joint Schedules for RM6209
* Joint Schedule 1 (Definitions)
* Joint Schedule 2 (Variation Form)
* Joint Schedule 3 (Insurance Requirements)
* Joint Schedule 4 (Commercially Sensitive Information)
* Joint Schedule 10 (Rectification Plan)
* Joint Schedule 11 (Processing Data)
* Order Schedules for
* Order Schedule 1 (Transparency Reports)
* Order Schedule 2 (Staff Transfer)
* Order Schedule 3 (Continuous Improvement)

|  |  |
| --- | --- |
| o | Order Schedule 5 (Pricing Details) |
| o | Order Schedule 6 (ICT Services) |
| o | Order Schedule 7 (Key Supplier Staff) |
| o | Order Schedule 9 (Security) – Part B is not used |
| o | Order Schedule 10 (Exit Management) |
| o | Order Schedule 13 (Implementation Plan and Testing) |
| o | Order Schedule 15 (Order Contract Management) |
| o | Order Schedule 16 (Benchmarking) |
| o | Order Schedule 17 (MOD Terms) |
| o | Order Schedule 20 (Order Specification) |
| o | Order Schedule 23 (Supplier Terms) |

4. CCS Core Terms (DPS version) v1.0.1

1. Joint Schedule 5 (Corporate Social Responsibility RM6209);

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: 23 May 2022

ORDER EXPIRY DATE: 31 March 2023

ORDER INITIAL PERIOD: 10 Months

ORDER OPTIONAL Not Applicable  
EXTENSION PERIOD

DELIVERABLES

**Pricing Payment Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **% Of Value** | **Amount** | **Date** |
| Delivery of Discovery Report | 35% | £xxxxxx | 30/06/2022 |
| Delivery of 1st Beta CBT Content HFM T2 | 30% | £xxxxxx | 30/09/2022 |
| Delivery of Design & tech spec for SFM | 30% | £xxxxxx | 03/12/2022 |
| Final Delivery and Handover | 5% | £xxxxxx | 04/03/2023 |

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is £xxxxxxxx (£xxxxxxxxxxxxxxxxxxxxx Pounds).

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

Payment for Contractor Deliverables will be made by electronic transfer on the Contracting, Purchasing and Finance (CP&F) electronic procurement tool. (Please refer to DEFCON 522 - Payment and Recovery of Sums Due)

BUYER’S INVOICE ADDRESS:

Mark Wilkins

DIO OPC Commercial Manager

Mark.Wilkins961@mod.gov.uk

BUYER’S AUTHORISED REPRESENTATIVE

Mark Wilkins

DIO OPC Commercial Manager

Mark.Wilkins961@mod.gov.ukxxxxx

Mob: 07966 163222

SUPPLIER’S AUTHORISED REPRESENTATIVE

Hannah Brindle

Managing Director – Virtual College Limited

Hannah.brindle@virtual-college.co.uk

1 Springs Lane, Ilkley, West Yorkshire,

LS29 8HD

SUPPLIER’S CONTRACT MANAGER

Peter Charlesworth

Learning Technology Consultant

Peter.charlesworth@virtual-college.co.uk

Marsel House, Stephensons Way, Ilkley, West Yorkshire, LS29 8DD

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

**To be agreed –** provisionally weekly.

KEY STAFF

Supplier’s Key Staff are detailed in Order Schedule 7 (Key Supplier Staff)

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information – As detailed in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable - Insurances required in accordance with Joint Schedule

3 (Insurance Requirements)

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| **Signature:** |  | **Signature:** | **Mark Wilkins** |
| **Name:** | Hannah Brindle | **Name:** | Mark Wilkins |
| **Role:** | Managing Director | **Role:** | DIO OPC C2 Commercial Manager |
| **Date:** | 26 May 2022 | **Date:** | 23 May 2022 |