

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

ORDER REFERENCE: **BC-20123**

THE BUYER: **NHS England**

BUYER ADDRESS **Quarry House, Quarry Hill, Leeds, LS2 7UE**

THE SUPPLIER: **CIPD ENTERPRISES LTD**

SUPPLIER ADDRESS: **151 The Broadway, London, SW19 1JQ**

REGISTRATION NUMBER: **02921009**

DUNS NUMBER:

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 18th October 2023 is issued under the DPS Contract with the reference number RM6219 for the provision of professional development courses.

DPS FILTER CATEGORY(IES):
N/A

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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) **RM6219**
3. DPS Special Terms
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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data) (updated and included in Annex)
 - Order Schedules for RM6219
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6219**

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: **18/10/2023**

ORDER EXPIRY DATE: **29/03/2024**

ORDER INITIAL PERIOD: **6 months**

DELIVERABLES

Option A:

- Strategic Workforce Planning Accredited Programme
- an EDI Accredited Programme
- bitesize training programmes e.g. strategic workforce planning

DPS Ref: RM

Project Version: v1.0

Model Version: v1.3

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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 **£264,960.00 Exc VAT**

ORDER CHARGES

Option A: **£264,960.00 Exc VAT**

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

NHS England will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to NHS England, must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. Invoices should clearly state as a minimum:

- Organisational entity that ordered the goods and services, that is NHS England
- Purchase order number
- Contact name (Directorate)
- Clear description, costs including VAT (if applicable)
- More information is available from NHSSBS Good invoicing practice [NHS SBS - Good Invoicing Practice.](#)

All invoices should be submitted electronically via Tradeshift. Tradeshift is a free to use service for suppliers, registration is completed directly by the supplier and is integrated with ISFE (Finance system). Full guidance for suppliers is available at: [Welcome to NHS SBS's Tradeshift Network.](#)

Once registered suppliers will submit invoices directly to this platform. Note that any invoice submitted without a Purchase Order it will be rejected.

If you are an SME supplier or low volume supplier then the web-based portal at <http://www.tradeshift.com/supplier/nhs-sbs/> is likely to be the best solution.

If you are a high volume supplier, you may wish to integrate to the Tradeshift platform for invoice automation. If you are interested in integrating please contact SBS-W.e-invoicingqueries@nhs.net.

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BUYER'S INVOICE ADDRESS:

See above

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

**Available online here: Greener NHS » Delivering a net zero NHS
(england.nhs.uk)**

BUYER'S SECURITY POLICY

**Information Security Policy Version number: v2.0 Available online here: [infor-
mation-security-policy-v4.0.pdf \(england.nhs.uk\)](#)**

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Global Head of Employer Solutions

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Global Head of Employer Solutions

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

N/A

KEY SUBCONTRACTOR(S)

N/A

E-AUCTIONS

N/A

COMMERCIALLY SENSITIVE INFORMATION

N/A

SERVICE CREDITS

N/A

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ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

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 its catalogue description.

Signed for on behalf of the Supplier

DocuSigned by:



Full Name:

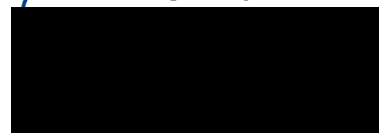


Job Title/Role: Head of Employer Solutions

Date Signed: 04/12/23

Signed for and on behalf of the Buyer

DocuSigned by:



Full Name:



Job Title/Role: Director of Financial Control

Date Signed:



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Annex

