

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: project_6921

THE BUYER: Department for Education

BUYER ADDRESS Sanctuary Buildings, 20 Great Smith Street,
London, SW1P 3BT

THE SUPPLIER: Family Fund Trust

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 7 September 2023.

Issued under the DPS Contract with the reference number RM6172 for the provision of grant administration services for the Support for Families with Disabled Children Fund.

DPS FILTER CATEGORY(IES):

Not Applicable

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) **RM6172**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6172**
 - 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 **RM6172**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - 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 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.1
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6172**
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:

DPS Schedule 6 (Order Form Template and Order Schedules)

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- Order Schedule 22 (Buyer Specific Terms)
- Order Schedule 24: (Special Terms)
- Order Schedule 25 (Grant Funding)
- Order Schedule 26 (Buyer's Security Policy)

ORDER START DATE: 1st June 2023

ORDER EXPIRY DATE: 31st March 2026 (subject to break clause 31st March 2025)

ORDER INITIAL PERIOD: 2 years and 10 months

SERVICE START DATE: 1st October 2023

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 **2,800,000**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Supplier to submit invoices monthly in arrears to the address below.

Buyer to pay invoices within 30 days.

All subject to Clause 4 of the DPS Core Terms (version 1.0.1).

BUYER'S INVOICE ADDRESS:

Invoices shall be submitted electronically by email to [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Deputy Director - Specialist Provision, Assessment and Family Experiences Division

[REDACTED]

Department for Education, Great Smith Street, London, SW1P 3BT

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BUYER'S ENVIRONMENTAL POLICY

Available online at [Our energy use - Department for Education - GOV.UK](https://www.gov.uk/government/departments/department-for-education)
(www.gov.uk)

BUYER'S SECURITY POLICY

The Supplier shall comply with the Buyer's Security Policy attached at Order Schedule 26 (Buyer's Security Policy).

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Chief Executive Officer

[REDACTED]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Chief Operating Officer

[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY

As set out in the Specification at Order Schedule 20 (Specification).

PROGRESS MEETING FREQUENCY

As set out in the Specification at Order Schedule 20 (Specification).

KEY STAFF

See Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

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

ADDITIONAL INSURANCES

The Supplier shall hold the following standard insurance cover from the DPS Start Date in accordance with this Schedule:

1. professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than two million pounds (£2,000,000);

DPS Schedule 6 (Order Form Template and Order Schedules)

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2. public liability insurance with cover (for a single event or a series of related events and in the aggregate)] of not less than two million pounds (£2,000,000); and
3. employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than five million pounds (£5,000,000).

GUARANTEE

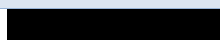
Not applicable

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).

Signed by person authorised to sign on behalf of the Secretary of State for Education:

Signature:



Name:



Role:

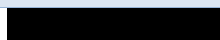
Commercial Director - Families

Date:

8/9/23

Signed by a person authorised to sign on behalf of Family Fund Trust

Signature:



Name:



Role:

Chief Executive

Date:

8/9/23