

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

## Order Form

ORDER REFERENCE: [REDACTED]

THE BUYER: **The Secretary of State for Environment, Food and Rural Affairs, Defra (Authority)**

BUYER ADDRESS [REDACTED]

THE SUPPLIER: **Verian Group UK Ltd**

SUPPLIER ADDRESS: [REDACTED]

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 27<sup>th</sup> November 2025.

It is issued under the DPS Contract with the reference number RM6126 for the provision of **Survey on Attitudes to the Environment wave 6 and beyond**.

DPS FILTER CATEGORY(IES):

Not applicable – no filters used – All DPS Suppliers invited to participate.

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

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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. DPS Special Terms
4. 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 **RM6126**
    - 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 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
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:

#### Special Term 1: Break Clause

1.1 Notwithstanding clause 10.2.2, the Buyer reserves the right to terminate this Order Contract at the end of Stage 1 by notifying the Supplier in writing before the 31<sup>st</sup> March 2026 and after each survey wave, by giving the Supplier 30 days' written notice.

## **Special Term 2: Indexation**

2.1 Any amounts or sums in this Order Contract which are expressed to be "Subject to Indexation" shall be adjusted in accordance with the provisions of this Special Term 2 to reflect the effects of inflation.

2.2 The following costs, expenses, fees or charges included in the Charges shall not be subject to adjustment under this Special Term 2 and shall not be included in the relevant amount or sum for the purposes of Paragraph 2.3:

2.2.1 Any costs charged by the Supplier to the Buyer in respect of Assets or Buyer Assets (including capital costs and installation, maintenance and support costs) which are incurred by the Supplier prior to the relevant adjustment date but which remain to be recovered through the Charges.

2.2.1 [REDACTED]

2.3 Notwithstanding any other provisions of this Order Contract, amounts or sums in this Contract shall not be subject to Indexation during Stage 1 and Wave 6, which is expected to be the first sixteen (16) months following the Order Start Date (the "Non-Indexation Period").

2.4 Where any amount or sum in this Order Contract is stated to be "Subject to Indexation" then it will be indexed on the date which is one year after the end of the Non-Indexation Period to reflect the percentage change in the Service Producers Price Index (SPPI) published by the Office of National Statistics during that one year period immediately following the end of the Non-Indexation Period, or 2%, whichever is lower. Subsequent adjustments shall take place on each following yearly anniversary to reflect the percentage change in the price index, or 2%, whichever is lower, since the previous change.

2.5 Except as set out in this Special Term 2, neither the Charges nor any other costs, expenses, fees or charges shall be adjusted to take account of any inflation, change to exchange rate, change to interest rate or any other factor or element which might otherwise increase the cost to the Supplier or Sub-contractors of the performance of their obligations.

2.6 Where the price index referred to in Paragraph 2.4:

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

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2.6.1 used to carry out an indexation calculation is updated (for example due to it being provisional) then the indexation calculation shall also be updated unless the Authority and the Supplier agree otherwise; or

2.6.2 is no longer published, the Authority and the Supplier shall agree an appropriate replacement index which shall cover to the maximum extent possible the same economic activities as the original index.

2.7 if each survey wave after the Non-Indexation Period (including for extension periods) is not delivered in consecutive years, the Supplier shall only be permitted to increase the sums stated to be "Subject to Indexation" by the percentage change in the Service Producers Price Index (SPPI) during that one year period immediately preceding the start date of the next survey wave, or 2%, whichever is lower.

2.8 for extension periods, the 2% cap on the Service Producers Price Index (SPPI) may be removed and the actual percentage change in the Service Producers Price Index (SPPI) may be applied.

### **Special Term 3. Term Adjustment**

3.1 During stage 1 the Authority may decide not to run the survey in consecutive years. If this decision is made, the Authority may amend the term of the Order Contract to reflect the increased duration of the Order Contract initial period.

3.2 Changes made in relation to this Special Term 3 shall be formalised using the DPS Joint Schedule 2 (Variation Form).

3.2 Changes made in relation to this Special Term 3 shall not allow the Supplier to amend any of the Charges.

ORDER START DATE: **01 December 2025**

ORDER EXPIRY DATE: **31 March 2029**

ORDER INITIAL PERIOD: **3 Years, 4 months**

EXTENSION OPTION: **Two 15-month extension periods are permitted (wave 9 and wave 10) at the sole discretion of the Authority. These shall be delivered under substantially the same terms as wave 6, 7 and 8 and should be charged at the price agreed during Stage 1, with an inflationary uplift applied. The Authority shall give a minimum of 30 days' notice to the Contractor before each extension period is instructed to continue. Each**

**extension will be dependent on budget availability and continuing priorities of the Authority.**

## **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.

## **ORDER CHARGES**

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:

- Indexation as outlined in Special Term 2.
- Specific Change in Law

## **REIMBURSABLE EXPENSES**

Recoverable as stated in the Pricing Worksheet

## **PAYMENT METHOD**

The Contractor shall submit invoices to the Authority on the dates set out in Order Schedule 20 (Specification).

The Authority shall, in addition to the Price and following Receipt of a Valid Invoice, pay the Contractor a sum equal to the VAT chargeable on the value of the Services supplied in accordance with the Contract.

The Contractor shall add VAT to the Price at the prevailing rate as applicable and shall show the amount of VAT payable separately on all invoices as an extra charge. If the Contractor fails to show VAT on an invoice, the Authority will not, at any later date, be liable to pay the Contractor any additional VAT.

All Contractor invoices shall be expressed in sterling or such other currency as shall be permitted by the Authority in writing.

Valid Invoices shall include:

- (a) the Contractor's full name, address and title of the Contract;
- (b) (if Goods are included in the Specification) the name and quantity of the Goods delivered including batch numbers;
- (c) the Purchase Order number

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

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and, if requested by the Authority:

- (d) timesheets for Staff engaged in providing the Services signed and dated by the Authority's representative on the Premises on the day;
- (e) the name of the individuals to whom the timesheet relates and hourly rates for each;
- (f) identification of which individuals are Contractor's staff and which are Sub-Contractors;
- (g) the address of the Premises and the date on which work was undertaken;
- (h) the time spent working on the Premises by the individuals concerned;
- (i) details of the type of work undertaken by the individuals concerned;
- (j) details of plant or materials operated and on standby;
- (k) separate identification of time spent travelling and/or meal or rest breaks; and
- (l) where appropriate, details of journeys made and distances travelled.

The Authority shall not pay an invoice which is not Valid Invoice

**BUYER'S INVOICE ADDRESS:**

Valid Invoices should be submitted for payment to the following address:

[REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S EQUALITY AND DIVERSITY**

[Equality and diversity - Department for Environment, Food & Rural Affairs - GOV.UK](#)

**BUYER'S SECURITY POLICY**

Available at: [Department for Environment, Food & Rural Affairs - GOV.UK](#)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

[Redacted]

**SUPPLIER'S CONTRACT MANAGER**

[Redacted]

PROGRESS REPORT FREQUENCY  
**As outlined in Order Schedule 20 (Specification)**

PROGRESS MEETING FREQUENCY  
**As outlined in Order Schedule 20 (Specification)**

**KEY STAFF**

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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

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

**KEY SUBCONTRACTOR(S)**

Not applicable

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information is outlined in DPS Joint Schedule 4.

**SERVICE CREDITS**

Not applicable

The Service Credit Cap is: Not used

The Service Period is: One month

A Critical Service Level Failure is: One or more individual KPI is reported as Red for three or more consecutive reporting periods.

**ADDITIONAL INSURANCES**

Not applicable

**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)

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
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[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	