

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: 702839452

THE BUYER: Defence Infrastructure Organisation (DIO)

BUYER ADDRESS Delancey Building, Marlborough Lines, Andover, Hants, SP11 8HJ

THE SUPPLIER: Virtual College Ltd

SUPPLIER ADDRESS: Marsel House, Stephenson's Way, Ilkley, LS29 8DD

REGISTRATION NUMBER: GB755296890

DUNS NUMBER: 23-995-8858

DPS SUPPLIER REGISTRATION SERVICE ID: 1151492

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 17 March 2022.
It is 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 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 **702839452**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 6 (ICT Services)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 17 (MOD Terms)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
 - Order Schedule 23 (Supplier Terms)

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

5. Joint Schedule 5 (Corporate Social Responsibility RM6209);
Order Schedule 4 (Order Tender)

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:	17/03/2022
ORDER EXPIRY DATE:	16/09/2023 (inclusive of 12 months maintenance support if required)
ORDER INITIAL PERIOD:	12 months
ORDER OPTIONAL EXTENSION PERIOD	N/A

DELIVERABLES

See details in DPS Order Schedule 20 (Order Specification) – Milestones to be agreed.

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 £150,000 (one hundred and fifty thousand pounds sterling).

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 5 (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

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

Name: [Redacted – Personal Information]

Role: [Redacted – Personal Information]

Email address: [Redacted – Personal Information]

Address: Delancey Building, Marlborough Lines, Andover, Hants, SP11 8HJ

BUYER'S AUTHORISED REPRESENTATIVE

Name: [Redacted – Personal Information]

Role: [Redacted – Personal Information]

Email address: [Redacted – Personal Information]

Address: Delancey Building, Marlborough Lines, Andover, Hants, SP11 8HJ

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted – Personal Information]

[Redacted – Personal Information]

[Redacted – Personal Information]

[Marsel House, Stephensons Way, Ilkley, LS29 8DD]

SUPPLIER'S CONTRACT MANAGER

[Redacted – Personal Information]

[Redacted – Personal Information]

[Redacted – Personal Information]

[Marsel House, Stephensons Way, Ilkley, LS29 8DD]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

To be agreed – provisionally weekly.

KEY STAFF

As detailed in Annex A to Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information – As per Joint Schedule 4

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	
Name:	[Redacted – Personal Information]	Name:	[Redacted – Personal Information]
Role:	[Redacted – Personal Information]	Role:	[Redacted – Personal Information]

Date:	18 March 2022	Date:	18 March 2022
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