

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

## Order Form

ORDER REFERENCE: [Insert Buyer's contract reference number]

THE BUYER: [Insert Buyer's name]

BUYER ADDRESS [Insert business address]

THE SUPPLIER: [Insert name of Supplier]

SUPPLIER ADDRESS: [Insert registered address (if registered)]

REGISTRATION NUMBER: [Insert registration number (if registered)]

DUNS NUMBER: [Insert if known]

DPS SUPPLIER REGISTRATION SERVICE ID: [Insert if known]

**[Buyer guidance:** This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system. If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form **starting from 'APPLICABLE DPS CONTRACT' and up to, but not including, the Signature block**

It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated [Insert date of issue].

It's issued under the DPS Contract with the reference number RM6095 for the provision of Gigabit-Capable Connectivity services.

DPS FILTER CATEGORY(IES):

[Insert the relevant Category number **or insert** 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) RM6095
3. The following Schedules in equal order of precedence:

**[Buyer guidance: delete** any highlighted Schedules that you do not need for this Order Contract. **Add** any additional Schedule needed, providing it is within scope of the DPS Contract. **Remove** any highlighting remaining before finalising this Order Form. **Remove** this guidance too.]

### a) Service Type 1:

- Joint Schedules for RM6095
    - 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 8 (Guarantee) ]
    - [Joint Schedule 9 (Minimum Standards) ]

---

  - Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - [Joint Schedule 12 (Supply Chain Visibility) ]
- 
- Order Schedules for RM6095
  - 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) excluding Annexes A & B ]
  - [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 11 (Installation Works)
  - [Order Schedule 12 (Clustering) ]
  - Order Schedule 13 (Implementation Plan and Testing)
  - Order Schedule 14 (Service Levels)
  - [Order Schedule 15 (Order Contract Management) ]
  - [Order Schedule 16 (Benchmarking) ]
  - [Order Schedule 17 ( MOD Terms) ]
  - [Order Schedule 18 ( Background Checks) ]
  - [Order Schedule 19 (Scottish Law) ]

- [Order Schedule 20 ( Order Specification) ]
- [Order Schedule 21 (Northern Ireland Law) ]
- [Order Schedule 22 (DCMS Management Information) ]

**b) Service Type 2:**

- 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 8 (Guarantee) ]
  - [Joint Schedule 9 (Minimum Standards) ]
- 
- Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - [Joint Schedule 12 (Supply Chain Visibility) ]

• Order Schedules for RM6095

- [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) excluding Annexes A & B ]
- [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 11 (Installation Works)
- [Order Schedule 12 (Clustering) ]
- Order Schedule 13 (Implementation Plan and Testing) ]
- [Order Schedule 14 (Service Levels) ]
- [Order Schedule 15 (Order Contract Management) ]
- [Order Schedule 16 (Benchmarking) ]
- [Order Schedule 17 ( MOD Terms) ]
- [Order Schedule 18 ( Background Checks) ]
- [Order Schedule 19 (Scottish Law) ]
- Order Schedule 20 ( Order Specification)
- [Order Schedule 21 (Northern Ireland Law) ]
- [Order Schedule 22 (DCMS Management Information) ]

**c) Service Type 3:**

- 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 8 (Guarantee) ]
- [Joint Schedule 9 (Minimum Standards) ]

- 
- Joint Schedule 10 (Rectification Plan)
  - Joint Schedule 11 (Processing Data)
  - [Joint Schedule 12 (Supply Chain Visibility) ]
  - Order Schedules for RM6095
    - 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) excluding Annexes A & B ]
    - [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 11 (Installation Works)
    - [Order Schedule 12 (Clustering) ]
    - Order Schedule 13 (Implementation Plan and Testing) ]
    - Order Schedule 14 (Service Levels) ]
    - [Order Schedule 15 ( Order Contract Management) ]
    - [Order Schedule 16 (Benchmarking) ]
    - [Order Schedule 17 ( MOD Terms) ]
    - [Order Schedule 18 ( Background Checks) ]
    - [Order Schedule 19 (Scottish Law) ]
    - Order Schedule 20 ( Order Specification)
    - [Order Schedule 21 (Northern Ireland Law) ]
    - [Order Schedule 22 (DCMS Management Information) ]

4. CCS Core Terms (DPS version)
5. Joint Schedule 5 (Corporate Social Responsibility) RM6095
6. Annexes A & B to Order Schedule 6 where these are used
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:

[Insert terms to revise or supplement Core Terms, Joint Schedules, Order Schedules; or none]

[Special Term 1 ]

[Special Term 2. ]

[Special Term 3. ]

[None]

ORDER START DATE: [Insert Day Month Year]

ORDER EXPIRY DATE: [Insert Day Month Year]

ORDER INITIAL PERIOD: [Insert Years, Months]

ORDER OPTIONAL EXTENSION PERIOD [Insert Years, Months]

MINIMUM NOTICE PERIOD FOR NO-FAULT BUYER TERMINATION [Insert Months/Weeks]

**[Buyer guidance:** see Clause 10.3.2 of the Core Terms as amended for this DPS]

#### DELIVERABLES

**[Buyer guidance:** complete option A or, if Deliverables are too complex for this form, use option B and Order Schedule 20 instead. Delete the option that is not used.]

**[Option A:** [Name of Deliverable][Quantity][Delivery date][Details]]

**[Option B:** See details in Order Schedule 20 (Order Specification)]

ADDITIONAL SITE REQUIREMENTS [Insert Details of Additional Site Requirements or "Not Applicable"]

#### MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

**[Buyer guidance:** you can change the cap on liability in Clause 11.2 where you have made an appropriate risk assessment and sought the necessary management approvals. Unlimited liability is not permitted]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is [Insert Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

PRICING APPROACH – [Insert Fixed Price  
or Subject to Survey (*inset elements Subject to Survey*)]

SURVEY REQUIREMENTS – [Insert details of requirements for survey including elements of Charges Subject to Survey, Survey timing, Survey assumptions or Not Applicable]

#### ORDER CHARGES

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

Crown Copyright 2019

**[Buyer guidance: Use** option A or, if charging model is too complex to detail in this form or must be embedded, **use** option B and Order Schedule 5 instead. **Delete** the option that is not used.]

**[Option A: Insert** the Charges for the Deliverables]

**[Option B:** See details in Order Schedule 5 (Pricing Details)]

### REIMBURSABLE EXPENSES

**[Insert None or insert Recoverable as stated in the DPS Contract]**

### PAYMENT METHOD

**[Insert** payment method(s) and necessary details]

### BUYER'S INVOICE ADDRESS:

**[Insert** name]

**[Insert** role]

**[Insert** email address]

**[Insert** address]

### BUYER'S AUTHORISED REPRESENTATIVE

**[Insert** name]

**[Insert** role]

**[Insert** email address]

**[Insert** address]

### BUYER'S ENVIRONMENTAL POLICY

**[Insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Order Schedule X]]

### BUYER'S SECURITY POLICY

**[Insert details** [Document name] [version] [date] [available online at:]

**or insert:** [Appended at Order Schedule X]]

### SUPPLIER'S AUTHORISED REPRESENTATIVE

**[Insert** name]

**[Insert** role]

**[Insert** email address]

**[Insert** address]

### SUPPLIER'S CONTRACT MANAGER

**[Insert** name]

**[Insert** role]

**[Insert** email address]

**[Insert** address]

### PROGRESS REPORT FREQUENCY

DPS Ref: RM6095

Model Version: v2.0

**[Insert report frequency]**: On the first Working Day of each calendar month]

#### PROGRESS MEETING FREQUENCY

**[Insert meeting frequency]**: Quarterly on the first Working Day of each quarter]

#### KEY STAFF

**[Insert name]**

**[Insert role]**

**[Insert email address]**

**[Insert address]**

#### KEY SUBCONTRACTOR(S)

**[Insert name (registered name if registered)]**

#### COMMERCIALLY SENSITIVE INFORMATION

**[Insert Not applicable or insert Supplier's Commercially Sensitive Information]**

#### SERVICE CREDITS

**[Insert Not applicable]**

**[or insert Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).**

The Service Credit Cap is: **[Insert £value]**.

The Service Period is **[Insert duration: one Month]**].

#### ADDITIONAL INSURANCES

**[Insert Not applicable**

**or insert details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements) ]**

#### GUARANTEE

**[Insert Not applicable**

**or insert The Supplier must have a Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)**

#### SOCIAL VALUE COMMITMENT

**[Insert Not applicable or insert 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)**

Crown Copyright 2019

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

**[Buyer guidance:** execution by seal / deed where required by the Buyer].