

# 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 [**Insert** DPS Contract Reference number] for the provision of [**Insert** name of goods and services].

DPS FILTER CATEGORY(IES): [**Insert** the relevant Category number **or insert** Not applicable]

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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) [**Insert** DPS Contract

reference number] 3. The following Schedules in equal order of precedence:

[**CCS guidance: delete** any highlighted Schedule that is not listed in the final DPS Appointment Form. **Add** any Joint or Order Schedules that have been added to the final DPS Appointment Form. You **must** ensure that all schedules in this list are available to Buyers on the CCS web site, as finalised at DPS

award.]] [**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.]

- Joint Schedules for [**Insert** DPS reference number]
  - 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 of Reliability)] ○ Joint Schedule 10 (Rectification Plan) ○ Joint Schedule 11 (Processing Data) ○ Joint Schedule 12 (Supply Chain Visibility)

- Order Schedules for **[Insert Order reference number]** ○ 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 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)]

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○ [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 (Lease Terms)] ○ [Order Schedule 23 (Secret Matters)]

4. CCS Core Terms (DPS version) v1.0.1 5. Joint Schedule 5 (Corporate Social Responsibility) **[Insert DPS Contract**

reference number] 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: **[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]

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)]

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

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**[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]

ORDER CHARGES **[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)] **Delete** if not used: 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)] **Delete** if not otherwise used: 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]
- [Specific Change in Law]
- [Benchmarking using Order Schedule 16 (Benchmarking)]

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]]

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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 [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)]

E-AUCTIONS [Insert Not applicable or insert The Buyer can include an electronic  
reverse auction in any Order Procedure]

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]. A Critical Service  
Level Failure is: [Buyer to define].

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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) **or insert** There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract]

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)]

**For and on behalf of the Supplier: For and on behalf of the Buyer:**

Signature: Signature:

Name: Name:

Role: Role:

Date: Date:

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

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