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

**Order Form**

ORDER REFERENCE: CCZZ23A01

THE BUYER: Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**

THE SUPPLIER: RSM UK Consulting LLP

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER: OC397475

DUNS NUMBER: 220584867

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **6th February 2023**

It’s issued under the DPS Contract with the reference number CCZZ23A01 for the Provision of Identifying Existing Government Evaluations and Extracting Structured Information

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) CCZZ23A01
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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for **CCZZ23A01**
  + Order Schedule 5 (Pricing Details)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 9 (Security)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 20 (Order Specification)
  + CCS Core Terms (DPS version) v1.0.3

1. Joint Schedule 5 (Corporate Social Responsibility) **CCZZ23A01**
2. 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

Special Term 1 - Whilst the current project is unlikely to constitute research under the terms of the government’s guidance regarding the Concordat to Support Research Integrity, we nonetheless expect the project to be conducted with integrity as if it were. Specifically, we expect openness and transparency practices to be followed to the maximum extent possible, with plans being published before commencement and the resultant datasets to be published on conclusion as if they were a research output.

ORDER START DATE: **Monday 6th February 2023**

ORDER EXPIRY DATE: **Friday 31st March 2023 (There is no option to extend).**

ORDER INITIAL PERIOD: **Eight (8) weeks**

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 **£153,010.00**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier shall issue invoices on completion of the milestones, for values as follows:

* 20% of contract value on completion of screening and data extraction from first 10% batch of evaluations
* 40% of contract value on completion of second batch of around half of remaining evaluations for data extraction
* 40% of contract value on completion of final batch of data extraction and production of short report.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

An electronic copy of the invoice will be sent to the Contract Manager, which will be agreed prior to Contract Signature

No invoice will be accepted without a valid Purchase Order reference.

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement>

BUYER’S SECURITY POLICY

Appended at Order Schedule 9

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

PROGRESS REPORT FREQUENCY

The supplier should provide a brief report at the end of each week on the quantity of items screened / data extracted.

PROGRESS MEETING FREQUENCY

Weekly

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

KEY SUBCONTRACTOR

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: | 2nd February 2023 | Date: | 03/02/2023 |