

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TAVI3121**

THE BUYER: The Department for Transport

BUYER ADDRESS Great Minster House, 33 Horseferry Road,
London, SW1P 4DR

THE SUPPLIER: **KPMG LLP**

SUPPLIER ADDRESS: 15 Canada Square,
Canary Wharf,
London
E14 5GL

REGISTRATION NUMBER: OC301540

DUNS NUMBER: 423916167

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-WK3A9DC

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 01/12/2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of a review of practice and incentives surrounding Transport Business Case Development and Appraisal.

DPS FILTER CATEGORY(IES):
231004

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. RM6126 Joint Schedule 1 (Definitions and Interpretation)
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 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer): Parts C and E only
 - Order Schedule 3 (Continuous Improvement): **NOTE:** the requirement for an annual continuous improvement plan will not be applicable to this contract.
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 9 (Security): Part A
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3: **NOTE:** the requirement for an Exit Plan and Business Continuity and Disaster Recovery (BCDR) Plan will not be applicable to this contract.
6. RM6126 - Joint Schedule 5 (Corporate Social Responsibility)
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

None

ORDER START DATE: 11/12/2023

ORDER EXPIRY DATE: 31/03/2024

ORDER INITIAL PERIOD: Four (4) Months

DPS Schedule 6 (Order Form Template and Order Schedules)

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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 **£100,000.00**

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 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

None

PAYMENT METHOD

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: **ssa.invoice@sharedservicesarvato.co.uk**

Or post:

Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.

BUYER'S INVOICE ADDRESS:

DfT Shared Services Arvato
Accounts Payable Team
5 Sandringham Park
Swansea Vale
Swansea
SA7 0EA

SSa.invoice@sharedservicesarvato.co.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED] | [REDACTED]@dft.gov.uk

BUYER'S ENVIRONMENTAL POLICY



DfT Corporate
Environmental Policy

BUYER'S SECURITY POLICY



DfT cyber security
policy.docx

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Partner, KPMG LLP
[REDACTED]@kpmg.co.uk

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
Associate Director, KPMG LLP
[REDACTED]

PROGRESS REPORT FREQUENCY

At minimum, monthly, to be provided to the contract manager two working days before the contract review meetings.

PROGRESS MEETING FREQUENCY

To be agreed at contract inception

KEY STAFF

As outlined in the Supplier's tender response

KEY SUBCONTRACTOR(S)

Mott MacDonald Ltd.

Mott Macdonald House
8-10 Sydenham Rd,
Croydon
London
CR0 2EE

E-AUCTIONS

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

DPS Schedule 6 (Order Form Template and Order Schedules)

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Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

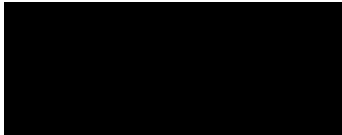


Not applicable

GUARANTEE

Not applicable

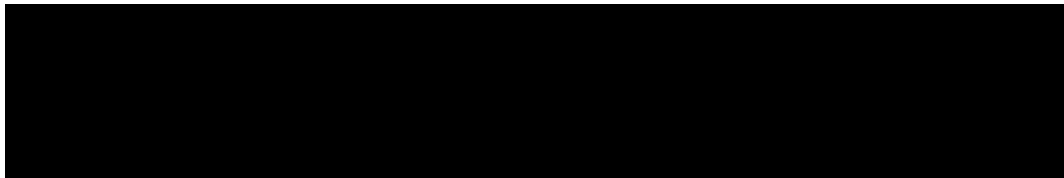
SOCIAL VALUE COMMITMENT

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:		Signature:	
Name:		Name:	
Role:	Partner, KPMG LLP	Role:	Commercial Relationship Manager
Date:	11/12/2023	Date:	11/12/2023

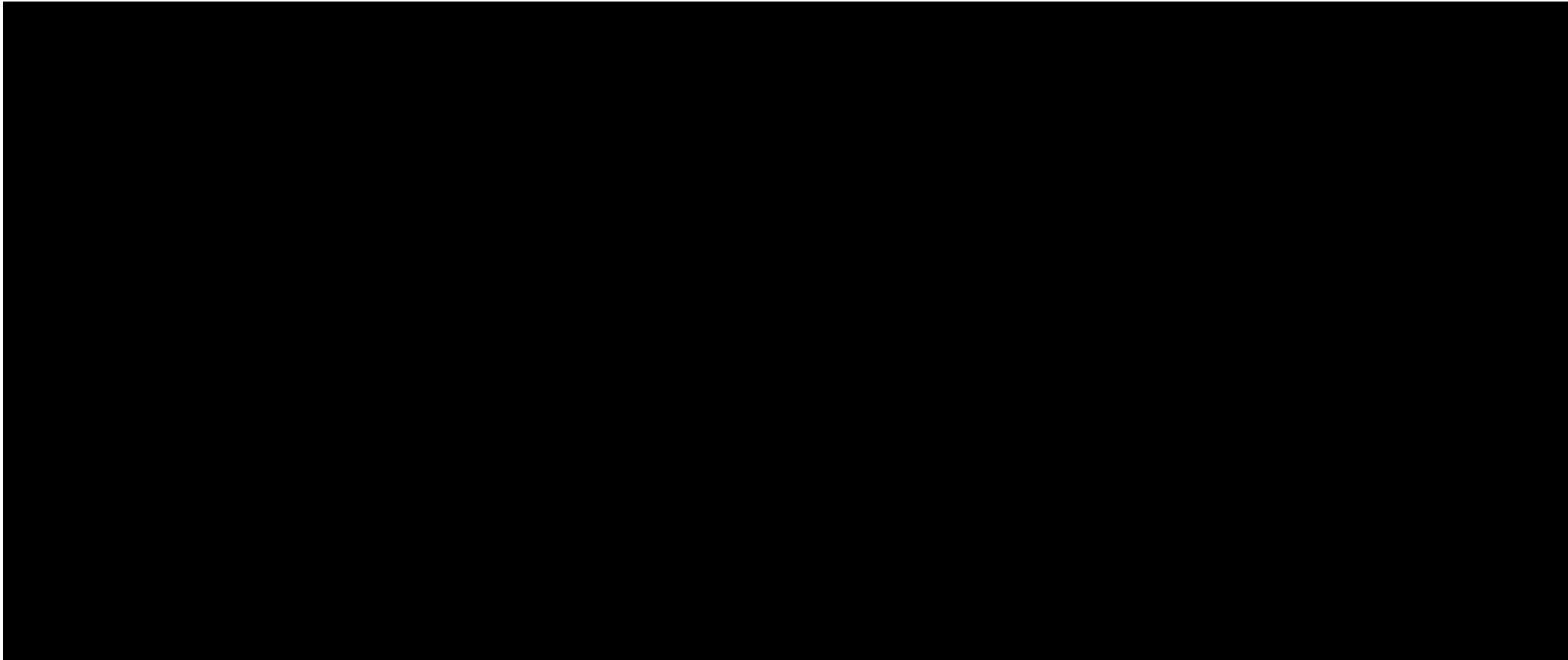
Order Schedule 4 (Supplier's Tender)

Per the Supplier's tender, dated 17/01/2023 and enclosed below



Order Schedule 5 (Pricing Details)

Per the Supplier's tender, dated 17/01/2023 and enclosed below



Order Schedule 20 (Order Specification)



TAVI3121 Attachment 3 - Requirements Specification

Department for Transport – Transition to Zero Emission
Airports - Opportunities for UK Supply Chain

Further Competition under RM6126 Research and Insights

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1. Title

- 1.1. To identify market opportunities for UK companies in the development of zero emission and sustainable airports across the globe (covering decarbonisation as well as climate adaptation and resilience of airports) and to provide an assessment of how the government can further develop and support the UK supply chain to maximise commercial success in these opportunities.

2. Purpose

- 2.1. The UK aviation sector has established a target of achieving net zero by 2050 as reflected in the UK Government's [Jet Zero Strategy](#)¹. The Strategy includes a target for airport operations in England to have zero emission operations by 2040.
- 2.2. DfT requires a supplier to quantify and qualify market opportunities for UK companies in the development of sustainable airports across the globe (covering decarbonisation as well as climate adaptation and resilience of airports), including where through establishing a first mover or comparative advantage UK companies can export goods and services.
- 2.3. In addition, the Supplier is required to provide an assessment of how the government can further develop and support the UK supply chain to engage these opportunities.
- 2.4. The outputs of the study will be used to inform two Government ambitions outlined in the Jet Zero Strategy:
- i) Zero emission airports in England by 2040.
 - ii) UK airport infrastructure being prepared for the emergence of zero emission aircraft.
- 2.5. It will also be used to inform government support to targeted sub-sectors and businesses in specific export markets. Evidence can also help to inform how government should seek to develop and strengthen our domestic supply chain, particularly where there are gaps critical to fill or areas of high value global opportunities.

3. Background to the Contracting Authority

- 3.1. The contracting authority is the Department for Transport (DfT). We are working with the Department for Business and Trade (DBT) on this opportunity.

¹ [Jet Zero Strategy: delivering net zero aviation by 2050](#)

- 3.2. DfT is the government department responsible for the decarbonisation of transport across the UK, including aviation. DBT is the government department responsible for economic growth, supporting businesses to invest, grow and export, creating jobs and opportunities across the country.

4. Background to Requirement/ Overview of Requirement

- 4.1. Airports are a key part of the aviation sector accounting for around 5% of the UK sector's emissions through their operations² but also acting as an enabler of emissions savings from aircraft technology such as new forms of zero emission aircraft.
- 4.2. The Government has commissioned previous activity to build an evidence base around the future requirements for zero emission airports primarily through the:
- Zero Emission Flight Infrastructure Project³
 - Feasibility of Zero Emissions Airport Operations Report⁴
 - A Call for Evidence on the Zero Emission English Airport Target⁵
- 4.3. Research and consultation activity undertaken to date suggests that the technologies and systems to enable decarbonisation of airports should exist by 2040 however there will be commercial challenges presented by the capital costs of infrastructure adaptation and need to purchase expensive niche equipment used in airside environments ordinarily procured for use over extended periods of time.
- 4.4. Transitioning to zero emission operations including handling electric and hydrogen aircraft will require change by airports, ground handling and other service companies plus equipment manufacturers. This should however generate commercial opportunities through the development and manufacture of new equipment and expertise. Given that global aviation sector (through the International Civil Aviation Organization's (ICAO's) Long-Term Aspirational Goal and International Air Transport Association's (IATA's) Fly Net Zero commitment) has committed to a Net Zero 2050 target we anticipate there will be significant opportunities for UK companies to export such knowledge, goods, and services overseas.
- 4.5. The UK airport sector is in a prime position to respond to the challenges of transitioning to net zero and develop the supply chain capabilities to deliver domestically and in overseas markets. The UK has over 250 specialist companies operating in 100 countries on airport infrastructure and

² [Airport Carbon Accreditation Report](#)

³ [Preparing UK airports for zero emission aircraft - Connected Places Catapult](#)

⁴ [Feasibility of Zero Emissions Airport Operations in England by 2040 - Connected Places Catapult](#)

⁵ [2040 zero emissions airport target - GOV.UK \(www.gov.uk\)](#)

operations (DfT, 2017⁶).

- 4.6. Demonstrating the economic value to UK companies of engaging in global airport decarbonisation opportunities and supporting them in the exporting process could provide companies with greater confidence and certainty to develop products and services, which should contribute towards expediting the pace and reducing the costs of UK airports decarbonising.
- 4.7. The Government needs a focused strategy to target interventions in areas where it can have the greatest impact in ensuring that UK companies thrive and are best placed to take advantage of export opportunities in the transition to net zero.
- 4.8. The Supplier will provide further analysis and recommendations in support of policy development around the target for airports in England to have zero emission operations by 2040 and airport infrastructure for electric and hydrogen aircraft, building upon recent work by the Connected Places Catapult², Mott MacDonald³, and PA Consulting⁷.

5. Definitions

Expression or Acronym	Definition
CCS	Crown Commercial Service
DfT	Department for Transport
DBT	Department for Business and Trade

6. Scope of Requirement

- 6.1. The project is focused on market opportunities arising from the transition to zero emission airport operations and some wider sustainable matters. The opportunities primarily of interest are those relating to the decarbonisation of airport operations and development as well as opportunities associated with zero emission flights (such as electrification plus use of gaseous and liquid hydrogen). While not the primary focus of the study, opportunities relating to climate adaptation and resilience of airports (for example, protection of runways and apron from desertification or heatwaves) can also be encapsulated where they may be viewed as particularly salient.
- 6.2. The project scope should focus particularly on offerings which are more

⁶ [DfT Toolkit Airports Brochure Digital.pdf \(britishaviationgroup.co.uk\)](#)

⁷ [Support study for the Department of Transport review of UK ground handling](#)

unique to airports (rather than, for example, general building decarbonisation or electric cars), and need not consider in detail wider sustainability areas such as health and wellbeing or social and community inclusion, although linkages can be drawn where these areas enhance commercial prospects in the main scope.

- 6.3. Technologies, goods and services in this project should be taken to include the full range of professional services (strategic advisory, planning, design and project management) through to construction, airport equipment and operations.
- 6.4. The manufacture of aircraft and production of Sustainable Aviation Fuels would be out of scope.

7. The Requirement

- 7.1. DfT expects the project to commence with a discussion on the scope, methodology, drafting of products and timings of meetings once the contract has been awarded.
- 7.2. The Supplier must have the expertise, skills, and capabilities to undertake the project, including a good understanding of the aviation sector and the technologies and services required for the 2040 target, as well as expertise in commercial/market opportunities of the aviation and airport sectors.
- 7.3. The Supplier will provide a list of the people undertaking the work, the time they are expected to put into the work, an outline of previous relevant work and any example case studies.
- 7.4. The project outputs are as follows:
- 7.5. An analysis of market opportunities which could arise for UK companies as a result of the development of sustainable airports throughout the world. Analysis should consider quantifiable evidence and evaluation, as well as reflect qualitative assessments.
- 7.6. Following from the global shift towards sustainable airports (as set out in section 6), identification of a short list of markets both by (a) type of technologies, goods or services and (b) country, that can offer the greatest export opportunities for UK plc. This can be built on market size and should include an assessment of accessible UK value. The analysis should take into consideration UK supply chain capabilities, UK comparative advantages, policy direction, trade policy, market priorities set by DBT and relevant trade associations, competition, regulatory differences, market access barriers, and UK business perception of barriers and business appetite.
- 7.7. Detailed assessment and qualification of the opportunities in the identified markets above, including quantification of size and value of opportunities

where feasible.

- 7.8. An assessment of how UK market share can be enhanced in the identified opportunities, including through investing in research and development and developing supply chain capabilities, filling specific supply chain gaps including through foreign direct investment or leveraging UK comparative advantages and soft levers. A set of recommendations for appropriate government interventions to support this objective should be included.
- 7.9. The analysis must cover airport ground operation decarbonisation (including the ground handling of electric and hydrogen aircraft), regardless of corporate ownership of assets, as well as climate adaptation and resilience of airports, and where UK companies can export goods and services through establishing a first mover or comparative advantage.
- 7.10. The Supplier will be required to produce a full report on the outcome of the project, including an executive summary and publishable extract. Publications must follow the GOV.UK requirements and meet accessibility standards. DfT and DBT will quality assure the final report. HM Government funding should be acknowledged in the published version but findings will be attributed to the Supplier.
- 7.11. If primary research such as interviews and surveys are conducted, the Supplier will also be required to share the dataset with the contracting authority.
- 7.12. The Supplier will be required to hold a dissemination event and/or workshop to maximise impact of and exposure to the publication of the project outcomes.

8. Key milestones and deliverables

- 8.1. The following Contract milestones/deliverables shall apply:

Milestone/Deliverable	Description	Timeframe / Delivery Date
1	Inception Meeting.	Within week 1 of Contract Award
2	Presentation to DfT and DBT to summarise findings to date.	No later than 12/02/24
3	First draft of report for comment by DfT and DBT.	No later than 16/02/24
4	Second draft of report (to include feedback and changes) for comment by DfT and DBT.	No later than 01/03/24
5	Third draft of report (to include feedback and changes) for final review by DfT and DBT.	No later than 15/03/24
6	FINAL documents (to include feedback and changes) to DfT and DBT.	No later than 25/03/24
7	Presentation of findings/ dissemination event	No later than 29/03/24

9. Management Information/ Reporting

- 9.1. Reporting by the Supplier will be provided as a minimum every month and will be made available to the contract manager two working days before the contract review meetings.

10. Volumes

- 10.1. This contract is a one-off requirement via the Research and Insights DPS (Dynamic Purchasing System) until March 2024.

11. Continuous Improvement

- 11.1. Changes to the way in which the Services are to be delivered must be brought to the Authority's attention and agreed prior to any changes being implemented.

12. Environment, Sustainability and Social Value

- 12.1. The Supplier shall demonstrate how they will support the equal opportunity theme, specifically by describing how the project will tackle workplace inequality.

13. Payments and Invoicing

- 13.1. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
- 13.2. Payment structure will be as follows:
- 25% of total price to be paid on submission and sign off of first draft report.
 - 50% of total price to be paid on submission and sign off of final report
 - 25% of total price to be paid on delivery of dissemination event
- 13.3. Invoices should be submitted to:

DfT Shared Services Centre

5 Sandringham Park

Swansea

SA7 0EA or via email to ssa.invoice@sharedservicesarvato.co.uk

14. Price

- 14.1. The Supplier shall provide a firm price for this work. The maximum allocated budget for the contract is £100,000 excluding VAT. Bids above this value may be discounted at the discretion of the DfT.
- 14.2. 20% of the total evaluation score will be allocated to evaluation of the prices tendered for the specified requirement.
- 14.3. Prices are to be submitted via DfT's E-Sourcing portal. The portal is available using the following link:

<https://dft.app.jaggaer.com/web/login.html>

15. Quality

- 15.1. The Supplier shall state how they will ensure a quality product and provide Quality Assurance through the provision of a Quality Plan. They may provide a summary of the Quality Assurance arrangements, principles, standards and checks they will use within the project.

16. Staff and Customer Service

- 16.1. The Supplier shall provide a sufficient level of resource throughout the duration of the Contract to consistently deliver a quality service.
- 16.2. The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.
- 16.3. The Supplier shall ensure that staff understand the Authority's vision and objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

17. Service Levels and Performance

- 17.1. The Authority will measure the quality of the Supplier's delivery by:

KPI/SLA	Service Area	KPI/SLA description	Target
1	Progress Report	Progress reports will be supplied to the DfT project manager by email. This will include a summary of progress against the delivery.	Weekly
2	Risk monitoring	The Supplier will raise any concerns about the possibility of failing to meet the overall deadline and lack of relevant information to meet the requirements.	Weekly
3	Communication	The Supplier shall acknowledge any communications from the contract/project manager within 2 working days	2 working days
4	Emergencies	If there is an urgent issue, the Supplier shall make the contract manager aware of this within 2 working days.	2 working days

- 17.2. If the Supplier is unable to provide a product to the agreed quality within the specified time the Authorities reserves the right to retain payment, either in whole or in part.

18. Security and Confidentiality Requirements

- 18.1. The Authority is committed to maintaining high standards of data security and confidentiality.
- 18.2. The Supplier must be able to handle, and store classified material up to and including OFFICIAL SENSITIVE level. The project reports and guidance for government and industry will be classified at OFFICIAL SENSITIVE.
- 18.3. The Supplier should demonstrate the measures in place to keep this information secure.
- 18.4. Information classified at OFFICIAL SENSITIVE level relating to this project should only be communicated electronically with those contacts provided by the DfT.
- 18.5. The Supplier must fully comply with General Data Protection Regulations

(GDPR) and the Freedom of Information (FOI) legislation and the Mandatory Minimum Measures set out by the Cabinet Office.

- 18.6. The Supplier shall address any Data Protection or Information Security issues that they anticipate encountering in relation to the contract and their approach to mitigate them. Any information security accreditations held by the Supplier must be clearly outlined.
- 18.7. Any personal information obtained under this contract must be controlled in compliance with the Data Protection Act 2018.
- 18.8. Further information on security classification is available on the Cabinet Office website at the following addresses:
- 18.9. <http://www.cabinetoffice.gov.uk/sites/default/files/resources/hmg-personnel-security-controls.pdf>
<https://www.gov.uk/government/publications/security-policy-framework>

19. Contract Management

- 19.1. Attendance at Contract Review meetings shall be at the Supplier's own expense.

20. Location

- 20.1. The location of the Services will be carried out at the Supplier's premises within the UK. Any anticipated travel and expenses incurred from engagement with stakeholders, or the Authority must be included in the bid price.