Department for Levelling Up, Housing & Communities

ORDER FORM

I. Order Form

1. Contract Reference	*CPD4124292*	
2. Buyer	The Secretary of State for Levelling Up, Housing and Communities (The Buyer) Fry Building, 2 Marsham Street, London, SW1P 4DF	
3. Supplier	*The Chartered Institute of Public Finance and Accountancy (CIPFA)* *77 Mansell Street, London,* *E1 8AN*	
4. The Contract	This Contract between the Buyer and the Supplier is for the supply of Deliverables. The Supplier shall supply the Deliverables described below on the terms set out in this Order Form and the attached contract conditions ("**Conditions**") and Annexes Unless the context otherwise requires, capitalised expressions used in this Order Form have the same meanings as in the Conditions. In the event of any conflict between this Order Form and the Conditions, this Order Form shall prevail. ***Please do not attach any Supplier terms and conditions to this Order Form as they will not be accepted by the Buyer and may delay conclusion of the Contract.***	
5. Deliverables	**Goods**	*None*
	Services	To develop a Local Audit Qualification to Support Local Audits in line with the requirements set out in Annex 2 – Specification.
6. Specification	The specification of the Deliverables is as set out in Annex 2 Specification and in the Supplier's tender as set out in Annex 4 Supplier Tender.	
7. Start Date	*13th October 2023*	
8. Expiry Date	*31st March 2024.*	
9. Extension Period	*Not Applicable*	

10. Optional Intellectual Property Rights ("IPR") Clauses	***Not Applicable***
11. Charges	The total capped limit on the contract value shall be £37,650 exclusive of VAT. The Charges for the Deliverables shall be as set out in Annex 3 Charges.
12. Payment	Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier. All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: CLGInvoices@levellingup.gov.uk Within **10** Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment. Payments will be made to **The Chartered Institute of Public Finance and Accountancy (CIPFA).** If you have a query regarding an outstanding payment please contact our Accounts Payable team by email CLGInvoices@levellingup.gov.uk
13. Data Protection Liability Cap	In accordance with clause 12.5 of the Conditions, the Supplier's total aggregate liability under clause 14.7 (e) of the Conditions is no more than the Data Protection Liability Cap, being ***£500,000.***
14. Progress Meetings and Progress Reports	The Supplier shall attend progress meetings with the Buyer and provide the Buyer with progress reports in line with the frequency and the requirement set out in Annex 2 Specification. Also see clause 7.1 of the Conditions for further details.
15. Buyer Authorised Representative(s)	For general liaison your contact will continue to be **[REDACTED]**

16. Supplier Authorised Representative(s)	For general liaison your contact will continue to be **[REDACTED]**
17. Address for notices	**Buyer:** ***DLUHC*** ***2 Marsham Street*** ***London*** ***SW1P4DF*** Attention: **REDACTED** Email: **REDACTED** **Supplier:** **The Chartered Institute of Public Finance and Accountancy (CIPFA)** **77 Mansell Street, London, E1 8AN** Attention: **REDACTED** Email: **REDACTED**
18. Key Staff	Set out in Annex 4 – Supplier Tender
19. Procedures and Policies	Not Applicable
20. Special Terms	***In relation to the deliverables, the use of 'Zoom' as a platform for elements of courses delivered online is prohibited. An alternative such as Microsoft Teams can be used.***
21. Incorporated /terms	The following documents are incorporated into the Contract. If there is any conflict, the following order of precedence applies: a) The cover letter from the Buyer to the Supplier dated 6th October 2023 b) This Order Form c) Any Special Terms (see **row 20 (Special Terms)** in this Order Form) d) Conditions e) The following Annexes in equal order of precedence: i. Annex 1 – Scheduling of Personal Data ii. Annex 2 – Specification iii. Annex 3 – Charges f) Annex 4 Supplier Tender, unless any part of the Tender offers a better commercial position for the Buyer (as decided by the Buyer, in its

		absolute discretion), in which case that part of the Tender will take precedence over the documents above.

Signed for and on behalf of the **Supplier**	Signed for and on behalf of the **Buyer acting as part of the crown.**
Name: **[REDACTED]**	Name: **[REDACTED]**
Date: 12 October 2023	Date: 12 October 2023
Signature: **[REDACTED]**	Signature: **[REDACTED]**

II. Annex 1 – Scheduling of Personal Data and Data Subjects [REDACTED]

III. Annex 2 – Specification

[ATTACHED]

IV. Annex 3 – Charges

[REDACTED]

V. Annex 4 – Supplier Tender

[REDACTED]

VI. Annex 5 – Optional IPR [NOT USED]