

## DPS Schedule 6

### Order Form

ORDER REFERENCE: **DFERPPU 21-22/044**

THE BUYER: **Department for Education**

BUYER ADDRESS **Department for Education, Sanctuary  
Buildings, Great Smith Street, London,  
SW1P 3DJ**

THE SUPPLIER: **Ecorys UK Limited**

SUPPLIER ADDRESS: **Albert House, Quay Place, 92-93 Edward St.  
Birmingham, B1 2RA**

REGISTRATION NUMBER: **1650169**

DUNS NUMBER: **227761384**

DPS SUPPLIER REGISTRATION SERVICE ID: **RM6126**

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.

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **27/04/2022**.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Evaluation of Early Years Covid Recovery: Mentor and Expert Programme Delivery**.

DPS FILTER CATEGORY(IES):  
**Childcare, Early Years, Workplace training/ skills development**

## 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) **RM6126**
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 5 is covered in '6.' Below,
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **RM6126**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender) see clause 7 below
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 12 (Clustering)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 18 (Background Checks)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
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:  
Special Term 1. Safeguarding Children and Vulnerable Adults  
Special Term 2. Project outputs  
Special Term 3. Departmental Security Standards for Business Services  
and ICT Contracts

ORDER START DATE: **27/04/2022**  
ORDER EXPIRY DATE: **07/04/2025**  
ORDER INITIAL PERIOD: **2 years 11 months**

**DELIVERABLES**  
See 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

██████████

**ORDER CHARGES**  
Total expenditure shall not exceed **£495,147.50** excluding Vat.

See details in Order Schedule 5 (Pricing Details) for milestone payments

**REIMBURSABLE EXPENSES**  
**None**

**PAYMENT METHOD**  
Payment by completion of work against milestones included within the contract.  
Invoices must include a valid Purchase Order number and be sent via email in pdf  
format to: ██████████

**BUYER'S INVOICE ADDRESS:**  
Department for Education, Sanctuary Buildings, Great Smith Street,  
London SW1P 3BT  
Invoices must be submitted in pdf format, state the Purchase Order number  
(provided separately to this form), and sent via email to ██████████

**BUYER'S AUTHORISED REPRESENTATIVE**  
██████████ Senior Research Officer

██████████ Department for Education, 2 St. Paul's Place, 125 Norfolk Street,  
Sheffield S1 2FJ

**BUYER'S ENVIRONMENTAL POLICY**

Available online [here](#):

**BUYER'S SECURITY POLICY**

available online [here](#)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

██████████ Financial Director & Company Secretary  
██████████ Ecorys, Albert House, Quay Place, 92-93 Edward St. Birmingham, B1  
2RA

**SUPPLIER'S CONTRACT MANAGER**

██████████ Senior Research Manager  
██████████ Ecorys, Albert House, Quay Place, 92-93 Edward St. Birmingham, B1  
2RA

**PROGRESS REPORT FREQUENCY**

Monthly: On 4<sup>th</sup> Wednesday of each month, to supplement progress meeting

**PROGRESS MEETING FREQUENCY**

Bi-weekly – on 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month

**KEY STAFF**

Name	Role	Organization	Email
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████
██████████	██████████	██████████	██████████

**KEY SUBCONTRACTOR(S)**

██████████, University of Oxford – details above

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Commercially Sensitive Information: Supplier's Bid 'Order Schedule 4  
Order Tender'

**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:	██████████	Role:	██████████
Date:	04/05/2022	Date:	04/05/2022