

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TRHR3243**

THE BUYER: **Department for Transport (DfT)**

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

THE SUPPLIER: **Mary Louise Clark Associates Limited**

SUPPLIER ADDRESS: **Century House, 15-19 Dyke Road, Brighton,
England, BN1 3FE**

REGISTRATION NUMBER: **06009991**

DUNS NUMBER: **67-151-5638**

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert]** if known]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **18/10/2022**.

It's issued under the DPS Contract with the reference number **TRHR3243** for the provision of: **Training regarding Bullying, Harassment and Discrimination (BHD) with an interactive element**. This contract is procured via RM6219 Learning and Training Services DPS.

DPS FILTER CATEGORY(IES):

Via RAPID ROUTE
Leadership and Management
Reference: 28439

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) **RM6219**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6219**
 - 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 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 18 (Background Checks)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6219**
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

NA

ORDER START DATE: **18/10/2022**

ORDER EXPIRY DATE: **18/10/2024**

ORDER INITIAL PERIOD: **1 year with the option to extend by a further 1 year (1+1 term)**

DELIVERABLES:

The Department for Transport would like to have access to training regarding Bullying, Harassment and Discrimination (BHD) with a theatre-based element, meaning participants can see various scenarios being 'acted out' within the session. Rather than being available for all colleagues, this learning intervention will be available for specific teams who require additional anti-BHD support.

Training sessions for Bullying, Harassment and Discrimination to be designed and delivered within DfT. Quantity and Delivery dates are to be confirmed. Sessions to be booked within one month from initial contact from DfT

Business outcome: For this training to support DfT colleagues to identify and challenge BHD in the workplace, to create a more inclusive environment for all.

Learner outcome:

- An understanding how to identify non-inclusive behaviours, through watching scenarios play out in this theatre-based approach.
- A range of tools and techniques to challenge Bullying, Harassment and Discrimination, particularly in a hybrid working environment
- Understanding how to access further DfT support if you are experienced/witness BHD
- Available to be delivered in person and virtually, tailored to specific teams requirements.

Performance measures:

Quality/ Satisfaction: Based on follow up evaluation by the DfTc L&D team, we would expect an 80% satisfaction rating across participants.

Quantity: we would like for this offer to be available for business areas to utilise if they have a specific issue, rather than training which is available as part of our core learning offer and therefore do not currently have a set number of modules which we would like to deliver. We would like this to be available both in person and virtually.

Evaluation and improvement: the sessions should be tailored to DfT, and there may be some requirement to meet the specific team beforehand to hear more about their challenges. Each session will be evaluated by the DfTc Learning and Development team, and feedback shared with the supplier to enable continuous improvement.

In addition to the above:

- The supplier will ensure that all requested courses can take place on days agreed (or as close to as possible).
- The supplier will ensure continuity of facilitator where requested.

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- The supplier will be able to deliver planned maximum number of sessions across time of contract.
- The supplier will meet agreed lead time of one month, from discussing the training need to booking and confirmation the sessions.

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 up to **£60,000.00**. The second year (if activated) will be subject to the same liability amount.

ORDER CHARGES

Up to £60,000.00 excluding VAT per annum. Spend is purely demand led. The department is not committed to spend the full contract value.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Suppliers must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:

ssa.invoice@sharedservicesarvato.co.uk

BUYER'S INVOICE ADDRESS:

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



SUPPLIER
INVOICING PROCEDL

BUYER'S AUTHORISED REPRESENTATIVE

Commercial:

Commercial Relationship Manager

[\[REDACTED\]@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

BUYERS KEY STAFF:

Contract Management:

DPS Ref: RM

Project Version: v1.0

Model Version: v1.3

Learning & Development Partner, Department for Transport
[REDACTED]@dft.gov.uk

[REDACTED]
Learning and Development Lead
[REDACTED]@dft.gov.uk

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

BUYER'S ENVIRONMENTAL POLICY



DfT Corporate
Environmental Policy

BUYER'S SECURITY POLICY NA

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
Owner

[REDACTED]@mary-louiseclark.co.uk

Century House, 15-19 Dyke Road, Brighton

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
Company Director

[REDACTED]@mary-louiseclark.co.uk

SUPPLIERS KEY STAFF:

[REDACTED]
[Company Director

[REDACTED]@mary-louiseclark.co.uk

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter. Ad hoc meetings when required in addition to this.

KEY SUBCONTRACTOR(S)

N/A

E-AUCTIONS

N/A

DPS Ref: RM

Project Version: v1.0

Model Version: v1.3

COMMERCIALLY SENSITIVE INFORMATION

Any information discussed before, during and after the training sessions should not be repeated or published externally. Data from training sessions should be handled sensitively. If in doubt, please liaise with the Contract Manager and/or the Commercial Manager.

SERVICE CREDITS

NA

ADDITIONAL INSURANCES





NA

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

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:	Company Director	Role:	Commercial Manager
Date:	21/10/22	Date:	18/10/2022