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

**Order Form**

ORDER REFERENCE: **CCZZ24A07**

THE BUYER: **Cabinet Office**

BUYER ADDRESS 70 Whitehall

London

SW1A 2AS

THE SUPPLIER: Alma Economics Limited

SUPPLIER ADDRESS:43 Tanner Street, London. SE1 3PL

REGISTRATION NUMBER:09391354

DUNS NUMBER: 220592770

DPS SUPPLIER REGISTRATION SERVICE ID:Redacted under FOIA section 40, Personal Information

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 01 July 2024.

It’s issued under the DPS Contract with the reference number **CCZZ24A07** for the Provision of a Systematic Review and Meta-Analysis on Effective Professional Learning Design (Government Skills, Project B) procurement.

DPS FILTER CATEGORY(IES):

* Workplace training / skills development
* Civil service / Government / Parliamentary reform
* Systematic review (SR)
* Meta-analysis
* Econometric analysis
* Economics (appraisal and behavioural economics)

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 Research & Insights
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6126 Research and Insights DPS, Lot 1: Research & Insights
  + Joint Schedule 1 (Definitions and Interpretation)
  + 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 for RM6126 Research and Insights DPS, Lot 1: Research & Insights

* + Order Schedule 1 (Transparency Reports)
  + Order Schedule 3 (Continuous Improvement)
  + Order Schedule 4 (Order Tender)
  + 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 15 (Order Contract Management)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research and Insights DPS.

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:

1. Due to conflict of interest and the requirement for an independent taxonomy of effective learning design features, **the supplier appointed to deliver this project (B) will not be eligible to bid as a Prime Supplier to LF2.0** (please see [PIN here](https://www.contractsfinder.service.gov.uk/Notice/9da67b2f-5daf-4698-a931-6a8a00283a73) for information about this project). It is important that you are aware of this restriction if your organisation is intending to bid for any lots as part of LF2.0.
2. **Incumbent Prime suppliers for the Learning Frameworks are not eligible to bid for this contract**, as the requirement is for an independent taxonomy.
3. If an organisation supplies any training to the civil service as a sub-supplier under the learning frameworks or any other contract they must explain in their bids how independence will be assured and ethical walls maintained. You should do this using the Conflict-of-Interest section.
4. **A non-disclosure agreement is required** to ensure that information about this project is not disclosed during the period from now until the final submissions for the £2.3bn Learning Frameworks 2.0 contract (<https://www.contractsfinder.service.gov.uk/Notice/9da67b2f-5daf-4698-a931-6a8a00283a73>) have been received by The Authority. The reason for this NDA is to avoid any potential supplier to the Learning Frameworks 2.0 project gaining an unfair advantage in their bids by having knowledge of the emerging research process and findings. This knowledge could create an advantage because the outputs from the systematic review (a taxonomy of evidence based learning design features) will be used within the LF2.0 contract to set expectations of suppliers and support contract management and continuous improvement. Once the final submissions for Learning Frameworks 2.0 have been received by the authority (estimated at summer 2024) the NDA will no longer apply.
5. These eligibility criteria will be assessed during the first phase of bid evaluation (Qualification Envelope), and any bids which do not meet these eligibility criteria will not progress to full bid evaluation.

ORDER START DATE: To be confirmed

ORDER EXPIRY DATE: **31 March 2025**

ORDER INITIAL PERIOD: 9 months

**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£99,500.00 excluding VAT.

**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 will not be impacted by any change to the 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

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment in arrears at the project milestones set out in the statement of requirements.

Supplier to invoice the Authority once the agreed deliverables for the milestone have been met. The Buyer will confirm this in writing (by email), to trigger the invoice. The Supplier should indicate during the project kick off stage who this email should be sent to.

BUYER’S INVOICE ADDRESS:

Redacted under FOIA section 40, Personal Information

**BUYER’S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**BUYER’S ENVIRONMENTAL POLICY**

Not Applicable

**BUYER’S SECURITY POLICY**

Order Schedule 9 (Security)

**SUPPLIER’S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**SUPPLIER’S CONTRACT MANAGER**

Redacted under FOIA section 40, Personal Information

**PROGRESS REPORT FREQUENCY**

One month after the contract start date, and monthly thereafter.

**PROGRESS MEETING FREQUENCY**

Fortnightly, unless otherwise agreed in writing (by email) with the buyer.

Additional review meetings will be held aligned to the milestones set out in the statement of requirements.

**KEY STAFF**

Redacted under FOIA section 40, Personal Information

Redacted under FOIA section 40, Personal Information

**KEY SUBCONTRACTOR(S)**

Redacted under FOIA section 40, Personal Information

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier’s Technical proposal

Supplier’s Commercial submission

Redacted under FOIA section 40, Personal Information

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

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).

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| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | Redacted under FOIA section 40, Personal Information | Signature: | Redacted under FOIA section 40, Personal Information |
| Name: | Redacted under FOIA section 40, Personal Information | Name: | Redacted under FOIA section 40, Personal Information |
| Role: | Redacted under FOIA section 40, Personal Information | Role: | Redacted under FOIA section 40, Personal Information |
| Date: | Redacted under FOIA section 40, Personal Information | Date: | Redacted under FOIA section 40, Personal Information |