

# DPS Schedule 6 (Order Form Template and Order Schedules)

## Order Form

ORDER REFERENCE : **CPD4124170**

THE BUYER : **Department for Levelling Up, Housing and Communities**

BUYER ADDRESS **2 Marsham Street, London SW1P 4DF**

THE SUPPLIER: ICF Consulting Ltd

SUPPLIER ADDRESS: Riverscape, 10 Queen Street Place, London, England, EC4R 1BE

REGISTRATION NUMBER: **4161656**

DUNS NUMBER: **221428324**

DPS SUPPLIER REGISTRATION SERVICE ID: **Not Applicable**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **30<sup>th</sup> November 2023**.

It's issued under the DPS Contract with the reference number **RM6126 Research and Insights** for the provision of **Stronger Local Resilience Forum Pilot Programme Evaluation**.

DPS FILTER CATEGORY(IES): **Not applicable**

## 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:

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

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 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 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 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - 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 – Break Clause:** The Contract will be subject to a break clause following the completion of Part 1: Measuring Resilience Outcomes and Part 2: Feasibility Study. The Authority will give a minimum of one months' notice before invoking this.

**Special Term 2 – Break Clause:** The contract will be subject to a break clause dependent on the availability of funding beyond March 2025, meaning that if funding is not available the contract will come to an end in March 2025. The Authority will give a minimum of one months' notice before invoking this.

ORDER START DATE: **4<sup>th</sup> December 2023**

ORDER EXPIRY DATE: **31<sup>st</sup> March 2026**

ORDER INITIAL PERIOD: **2 years and 3 months initially (subject to Special Term 1 and 2: Break Clause).**

OPTIONAL EXTENSION PERIOD: **up to 12 months on the same terms as Order Form.**  
End date of Maximum Extension Period: **31<sup>st</sup> March 2027**

#### 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: **£363,387** subject to the Special Terms above

#### ORDER CHARGES

**Total contract value of £490,301.00**

Subject to terms of contract and details in Order Schedule 5 (Pricing Details)

#### REIMBURSABLE EXPENSES

**None**

#### PAYMENT METHOD

**BACS / Electronic Invoice.**

**Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with an appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.**

#### BUYER'S INVOICE ADDRESS:

Department for Levelling Up, Housing and Communities,  
Invoice Processing Team,  
Finance Shared Services Division, High Trees, Hillfield Road, Hemel Hempstead,  
Herts, HP2 4XN,

Email: [CLGInvoices@levellingup.gov.uk](mailto:CLGInvoices@levellingup.gov.uk)

#### BUYER'S AUTHORISED REPRESENTATIVE

**<Redacted>**

#### BUYER'S ENVIRONMENTAL POLICY

Available online at:

<https://www.gov.uk/government/collections/greening-government-commitments>

BUYER'S SECURITY POLICY

Available online at:

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

<Redacted>

SUPPLIER'S CONTRACT MANAGER

<Redacted>

PROGRESS REPORT FREQUENCY

**See details in paragraph 22(Contract Management) of Statement of Requirements) as set out in Order Schedule 15 (Order Contract Management)**

PROGRESS MEETING FREQUENCY

**See details in paragraph 22(Contract Management) of Statement of Requirements) as set out in Order Schedule 15 (Order Contract Management)**

KEY STAFF

**See Annex 1 of DPS Order Schedule 7 (Key Supplier Staff)**

KEY SUBCONTRACTOR(S)

**Arup**

**8 Fitzroy Street, London W1T 4 BJ**

E-AUCTIONS

**Not applicable**

COMMERCIALLY SENSITIVE INFORMATION

**See details in Joint Schedule 4 (Commercially Sensitive Information)**

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 below social value commitments as highlighted in Order Schedule 4 (Order Tender):

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- **MAC 7.1:** Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.
- **MAC 6.1:** Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	<Redacted>	Role:	<Redacted>
Date:	29 <sup>th</sup> November 2023	Date:	30 <sup>th</sup> November 2023