

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

## Order Form

ORDER REFERENCE: **CPD4124255**

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

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

THE SUPPLIER: **Systra Limited**

SUPPLIER ADDRESS: **One Carey Lane, London, EC2V 8AE**

REGISTRATION NUMBER: **3383212**

DUNS NUMBER: **520166018**

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 09 January 2024. It's issued under the DPS Contract with the reference number RM6126 Research and Insights for the Provision of the Levelling Up Fund Process Evaluation

DPS FILTER CATEGORY(IES):

**Local Government, Central Government, Framework analysis, Multivariate analysis, Thematic analysis, Quantitative, Qualitative, Mixed method (qualitative and quantitative), Face-to-face, Online, Case studies, Focus group discussions, Workshop, Impact evaluation, Process evaluation, Evaluation scoping / evaluability assessment, Scoping Review, Literature Review / Narrative Review / Narrative Literature Review, England, Wales, Scotland, Northern Ireland**

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**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 1 (Definitions)
    - 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:

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**Special Term 1 – Break Clause:** The contract will be subject to a break clause following the completion of Phase 1. DLUHC will decide whether the contract can proceed with Phase 2.

ORDER START DATE: **15<sup>th</sup> January 2024**

ORDER EXPIRY DATE: **31<sup>st</sup> March 2027**

ORDER INITIAL PERIOD: **3 Years and 3 Months Initially (subject to Special Term 1: Break Clause).**

OPTIONAL EXTENSION PERIOD: **Up to 12 Months on the Same Terms as the Order Form.**

**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 a maximum of <REDACTED> Subject to the outcome of Milestone/Deliverable 6 and Phase 2 delivery.

**ORDER CHARGES**

Total value of this contract is £778,243.50 excluding VAT for the full duration. See 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:**

<REDACTED>

**BUYER'S AUTHORISED REPRESENTATIVE**

<REDACTED>

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**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 Order Schedule 15 (Order Contract Management)

**PROGRESS MEETING FREQUENCY**

See details in Order Schedule 15 (Order Contract Management)

**KEY STAFF**

<REDACTED> – Project Director

<REDACTED> - Project Manager

<REDACTED> - Assistant Project Manager

<REDACTED> - Technical Director

<REDACTED> - Technical Direction and Best Practice

<REDACTED> - Technical Direction

<REDACTED> - Expert Advisor

**KEY SUBCONTRACTOR(S)**

<REDACTED>

**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

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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**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):

- **MAC 2.3: Education and Training**
- **MAC 8.1: Collaborate in Codesign and Delivery**

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	<REDACTED>	Role:	<REDACTED>
Date:	17/01/2024	Date:	01/02/2024