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Order Form

ORDER REFERENCE: C24615

THE BUYER: Home Office

BUYER ADDRESS 2 Marsham Street, London, SW1P 4DF

THE SUPPLIER: [REDACTED]

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: [REDACTED]

PURCHASE ORDER: This will be raised following contract signature

DPS SUPPLIER REGISTRATION SERVICE ID: [REDACTED]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 18/04/2023.
It's issued under the DPS Contract with the reference number RM6126 for the monitoring and evaluation of the Refugee Employability Programme.

DPS FILTER CATEGORY(IES):

Several filters were used including:

- Apprenticeships
- Workplace training / skills development
- Adult education / life-long learning
- Employment, Self-employment
- Careers advice and guidance
- Recruitment
- Asylum / Immigration / Migration
- Asylum seekers / refugees
- England
- Charities and community / social enterprise / voluntary organisations
- Policy analysis
- Literature review
- Experimental / quasi experimental impact evaluation
- Impact evaluation
- Process evaluation

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- Value-for money evaluation
- Theory-based impact evaluation
- Mixed method and case studies

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 [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 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for [C24615]
 - Order Schedule 1 (Transparency Reports)
 - 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 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.

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ORDER SPECIAL TERMS

None

ORDER START DATE: 21st April 2023

ORDER EXPIRY DATE: 20th March 2026

ORDER INITIAL PERIOD: Two years, eleven months

DELIVERABLES

Milestone	Title (see bold text) and Description	Timeframe
1	A face-to-face inception meeting to discuss and agree the evaluation requirement with the Customer, followed by Inception Report	Meeting within 1 week of Contract Award (w/c 24 th April 2023)
2	Full evaluation plan: Full plan of the process and impact evaluations to be delivered, including case study methodology and structure.	June 2023
3	Evidence Review of relevant academic work on refugees and integration and employment.	July-September 2023
4	Baseline analysis & Topline report: Initial research, including analysis of winning supplier bids, baseline interviews/surveys with stakeholders. Knowledge sharing workshop.	June-October 2023
5	Continued fieldwork for process/impact evaluation: Fieldwork to include further interviews and/or surveys with REP programme suppliers & service users 8 months into "go live"	July 2023-March 2024
6	Initial findings , monitoring from the programme's first year. Knowledge sharing workshop.	January-March 2024
7	Case study research: In depth analysis into 3 or 4 regions & Topline report. Knowledge sharing workshop.	Fieldwork: March-September 24 Topline report: October-November 24
8	Final knowledge sharing workshop: To present interim findings/best practice to REP programme suppliers via publication(s) or workshop(s)	Jan-Feb 2025
9	Final Report: A face-to-face meeting to present final results from the evaluation to the Authority, followed by a Final	May 2025 (for delivery of draft final report) July 2025 for delivery of final report

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	Evaluation Report, covering all elements of the evaluation.	
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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 [REDACTED]. The estimated charge for the full term of the contract is [REDACTED].

ORDER CHARGES

Milestone	Title	Invoice Date	Charges (£)
1	Inception meeting	End of June 2023	[REDACTED]
2	Full evaluation plan	July 2023	[REDACTED]
3	Evidence Review	September 2023	[REDACTED]
4	Baseline analysis & Topline report:	October 2023	[REDACTED]
5	Continued fieldwork for process/impact evaluation	March 2024	[REDACTED]
6	Initial findings	March 2024	[REDACTED]
7	Case study research	November 2024	[REDACTED]
8	Final knowledge sharing workshop	February 2025	[REDACTED]
9	Final Report	End of July 2025	[REDACTED]
Total			[REDACTED]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

INVOICE

Invoices quoting the relevant purchase order number, should be issued as soon as possible after the goods have been dispatched or the services provided. The invoice must be emailed to the "Send Invoice To" email address shown on the purchase order. Invoices submitted without quoting a valid purchase order number will be rejected causing payment to be delayed.

Invoices/credit notes should be submitted via email in pdf, tiff, jpeg or png format, Excel is not supported.

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Multiple invoices can be attached to one email up to a maximum size of 5Mb.

Each invoice must be in an individual email attachment. A multipage invoice should also be submitted as a single email attachment. zip files or any files that are password protected/encrypted cannot be processed.

Any text in the body of your email, or any attachments submitted in file formats other than those listed above, cannot be read.

Other things which may cause payment to be delayed include:

- using prices, quantities or descriptions that differ from the purchase order
- sending invoices to the Home Office instead of our Shared Service Centre
- submitting invoices which exceed the total of the purchase order

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Corporate Report: Cabinet Office Environmental Policy Statement, 07/06/2022, available online at: [Cabinet Office Environmental Policy Statement - GOV.UK \(www.gov.uk\)](https://www.gov.uk/cabinet-office-environmental-policy-statement)

BUYER'S SECURITY POLICY

Appended at Order Schedule 9 (Security)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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PROGRESS REPORT FREQUENCY

Weekly written updates (to be confirmed during inception meeting)

PROGRESS MEETING FREQUENCY

Fortnightly meetings (to be confirmed during inception meeting)

KEY STAFF

Appended at Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

Appended at Joint Schedule 6 (Key Subcontractors). Key subcontractors include:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Commercial information relating to Refugee Employability Programme suppliers

ADDITIONAL INSURANCES

Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements). The Supplier shall hold the following standard insurance cover from the DPS Start Date in accordance with this Schedule:

- Professional indemnity insurance with cover (for a single event or a series of related events and in the aggregate) of not less than [REDACTED];
- Public liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than [REDACTED];
- Employers' liability insurance with cover (for a single event or a series of related events and in the aggregate) of not less than [REDACTED].

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).

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	████████████████	Role:	████████████████
Date:	28/04/2023	Date:	28/04/2023

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APPENDIX: SCHEDULES

ORDER SCHEDULES

Uploaded as separate redacted documents

JOINT SCHEDULES

Uploaded as separate redacted documents