

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

### Order Form

**ORDER REFERENCE:** TATE3039

**THE BUYER:** Department for Transport

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

**THE SUPPLIER:** The Bikeability Trust

**SUPPLIER ADDRESS:** BOX 1494  
Cambridge  
CB22 3YT

**REGISTRATION NUMBER:** 1171111

**DUNS NUMBER:** 223220995

**DPS SUPPLIER REGISTRATION SERVICE ID:** XXXXXXXXXX

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **08/01/2026**. It's issued under the DPS Contract with the reference number **RM6322 - Fund Administration & Disbursement Services DPS (FAADS)** for the provision of **Administrative Services for the Bikeability Programme 2026+**.

#### DPS FILTER CATEGORY(IES):

Not applicable

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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) **RM6322**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6322**
    - 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)
  - Order Schedules for **TATE3039**
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Call-Off Schedule 6 (ICT Services)
    - Call-Off Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)-Short From
    - Order Schedule 10 (Exit Management)
    - Call-Off Schedule 14 (Service Levels)
    - Call-Off Schedule 15 (Call-Off Contract Management)
    - Call-Off Schedule 18 (Background Checks)
5. CCS Core Terms

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**

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

**ORDER START DATE:** 19/01/2026  
**ORDER EXPIRY DATE:** 31/03/2029  
**ORDER INITIAL PERIOD:** 39 Months  
**OPTIONAL EXTENSION PERIOD:** NA

**DELIVERABLES**

Outlined within the Statement of Requirement at Annex A.

**MAXIMUM LIABILITY**

By exception the limitation of liability for this Order Contract stated in Clause 11.2 of the Core Terms has been limited to the following:

**The liability for this contract is capped at 150% of the estimated yearly charges.**

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £1,500,000.00

**ORDER CHARGES**

The overall contract value over the term including development and innovation is **£4,486,230 excluding VAT**. This is subject to successful SR applications, and further information about the breakdown is set out in Annex C to this Order Form.

**REIMBURSABLE EXPENSES**

Not Applicable

**PAYMENT METHOD**

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include the PO number, a detailed elemental breakdown of work completed and the associated costs.

**BUYER'S INVOICE ADDRESS:**

[SSa.invoice@Ubusinessservices.co.uk](mailto:SSa.invoice@Ubusinessservices.co.uk)

Unity Business Services (UBS)

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5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**Commercial Relationship Manager**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**



DfT Corporate  
Environmental Policy

**BUYER'S SECURITY POLICY**



Cyber%20security%20policy.docx

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

CEO

[REDACTED]

Bikeability Trust, PO Box 1494, Cambridge, CB22 3YT

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

CEO

[REDACTED]

Bikeability Trust, PO Box 1494, Cambridge, CB22 3YT

**PROGRESS REPORT FREQUENCY**

Monthly

**PROGRESS MEETING FREQUENCY**

Weekly

**KEY STAFF**

As outlined in the Supplier's Proposal at Annex B.

**KEY SUBCONTRACTOR(S)**

[REDACTED]

[REDACTED]

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**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable currently (but subject to future review regarding KPIs).

**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 social value commitments submitted within their original tender submission as per Annex B.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	CEO	Role:	Commercial Relationship Management Lead
Date:	16/01/2026	Date:	19/01/2026