

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

## Order Form

ORDER REFERENCE: **CPD4124005**

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

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

THE SUPPLIER: **STEER DAVIES & GLEAVE LIMITED**

SUPPLIER ADDRESS: **14-21 Rushworth Street, London, England, SE1 0RB**

REGISTRATION NUMBER: **01883830**

DUNS NUMBER: **295206247**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated Friday 14<sup>th</sup> April 2023.

It's issued under the DPS Contract with the reference number **RM6126 Research and Insights for the provision of LGF/GBF Feasibility Study and Evaluation.**

DPS FILTER CATEGORY(IES):  
**35190**

## 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 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 contract will be subject to a break clause following the completion of Phase 1 – Feasibility Study. DLUHC will decide whether the contract of LGF/GBF can proceed with Phase 2 – Evaluation.**

ORDER START DATE: **24<sup>th</sup> April 2023**

ORDER EXPIRY DATE: **24<sup>th</sup> June 2024**

ORDER INITIAL PERIOD: **Phase 1 will be for a duration of 4 months. There will be an option to extend the contract beyond Phase 1 to complete Phase 2. Phase 2 will be for a duration of 10 months should contract be extended**

OPTIONAL EXTENSION PERIOD: **extend both Phases in aggregate of up to Twelve (12) months on the same terms as set out in 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 **£447,708.25**. These charges are based on costs set out in the Price Schedule (see Order Schedule 5).

#### ORDER CHARGES

The maximum firm price to deliver the project is capped at Four hundred forty-seven thousand seven hundred and eight pounds and twenty-five pence (**£447,708.25**) excluding VAT. Full details are set out in Order Schedule 5 (Pricing Details).

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.

Additional services called off under the contract will be priced separately and in-line with Table C within Order Schedule 5 (Pricing Details). The value of any such services would not be expected to exceed Two hundred twenty-three thousand eight hundred and fifty-four pounds and sixteen pence (**£223,854.16**) excluding VAT.

#### REIMBURSABLE EXPENSES

None

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### 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\***

**Analyst**

**\*REDACTED\***

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

### 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\***

General Counsel & Data Privacy Manager

**\*REDACTED\***

14-21 Rushworth Street, London, SE1 0RB

### SUPPLIER'S CONTRACT MANAGER

**\*REDACTED\***

Head of Steer Economic Development

**\*REDACTED\***

67 Albion Street, Leeds, LS1 5AA UK

### 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

As listed in Annex 1 to Order Schedule 7 (Key Supplier Staff)

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

**KEY SUBCONTRACTOR(S)**

**Cushman & Wakefield Debenham Tie Leung Limited**  
125 Old Broad Street, London EC2N 1AR

**Geoff White Inc**

54 Oldville Avenue, Clevedon, N Somerset BS21 6HG

**Professor Mark Hart T/A Hart Research Consultancy**

14 Tudor Court, School Road, Henley-in-Arden, B95 5AP

**Qa Research Ltd**

Merchant House, 11a Piccadilly, York YO1 9WB

**Jeremy Benn Associates Ltd**

1 Broughton Park, Old Lane North, Broughton, Skipton, North Yorkshire BD23 3FD

**DMS Research & Consulting Ltd**

26 Dreghorn Loan, Edinburgh EH13 0DE

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

- **MAC 1.4:** Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services
- **MAC 2.3:** Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	*REDACTED*	Signature:	*REDACTED*
Name:	*REDACTED*	Name:	*REDACTED*
Role:	Head of Steer Economic Development	Role:	Commercial Manager
Date:	20 <sup>th</sup> April 2023	Date:	20th April 2023