

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

## Order Form

ORDER REFERENCE: **TANL3060**

TITLE: **Labour Supply and Unemployment Impacts**

THE BUYER: **Department for Transport**

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

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

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

REGISTRATION NUMBER: [1883830 registration number (if registered)]

DUNS NUMBER: [295206247 if known]

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert]** if known]

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 16<sup>th</sup> January 2026.

It's issued under the DPS Contract with the reference number RM6126

Contract Reference TANL3060 for the provision of Labour Supply and Unemployment Impacts.

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

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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 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **RM6126**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility)

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****NA**

ORDER START DATE: **26th January 2026**

ORDER EXPIRY DATE: **26<sup>th</sup> June 2026**

ORDER INITIAL PERIOD: **5-months**

**DELIVERABLES**

See details in Attachment 3 – Statement of Requirement

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**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms, set at 125% of the total contract award value, £62,500.00 excluding VAT.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£50,000.00 excluding VAT** Estimated Charges for the duration of the contract.

**ORDER CHARGES**

See details in Order Attachment 4 – Pricing Schedule (suppliers pricing submission).

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

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

**BUYER'S INVOICE ADDRESS:**

While email is preferable, if you need to send documents by post, you should send to:

Unity Business Services (UBS)  
5 Sandringham Park  
Swansea Vale  
Swansea  
SA7 0EA

Should you have any issues relating to invoices or payment and need to contact the Unity Business Services (UBS) support desk, you can email them at [support@Ubusinessservices.co.uk](mailto:support@Ubusinessservices.co.uk) or the telephone number is 0344 892 0343.

**BUYER'S AUTHORISED REPRESENTATIVE**

  
Commercial CRM Contracts Manager  
 [@dft.gov.uk](mailto: @dft.gov.uk)  
Department for Transport  
Great Minster House  
33 Horseferry Rd  
London  
SW1P 4DR

Contract Manager

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[REDACTED]  
Assistant Economist  
Department for Transport  
Great Minster House  
33 Horseferry Rd  
London  
SW1P 4DR

**BUYER'S ENVIRONMENTAL POLICY**



DfT Corporate  
Environmental Policy.

**BUYER'S SECURITY POLICY**



Information & Cyber  
Security Policy.docx

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]  
Associate  
[REDACTED] [@steergroup.com](mailto:[REDACTED]@steergroup.com)  
14 - 21 Rushworth St, London SE1 0RB

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
Associate  
[REDACTED] [@steergroup.com](mailto:[REDACTED]@steergroup.com)  
14 - 21 Rushworth St, London SE1 0RB

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

On the first Working Day of each calendar month

**KEY STAFF**

[REDACTED]  
Associate/Project Manager and Director/Project Director  
[REDACTED] [@steergroup.com](mailto:[REDACTED]@steergroup.com) and [REDACTED] [@steergroup.com](mailto:[REDACTED]@steergroup.com)  
14 - 21 Rushworth St, London SE1 0RB

**KEY SUBCONTRACTOR(S)**

Peak Economics  
Institute for Transport Studies, University of Leeds

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E-AUCTIONS  
Not applicable

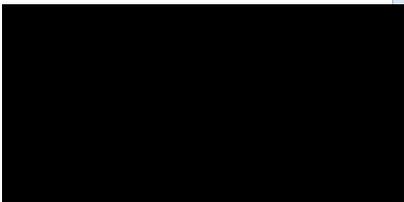
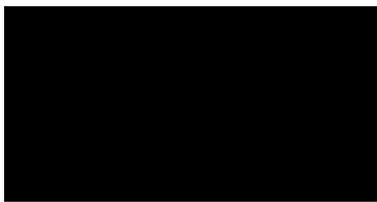
COMMERCIALLY SENSITIVE INFORMATION  
Not applicable

SERVICE CREDITS  
Not applicable]

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

SOCIAL VALUE COMMITMENT  
Not applicable

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:	DIRECTOR	Role:	COMMERCIAL MANAGER
Date:	22/01/26	Date:	27/01/2026

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**Appendix 1 – Bidders Submission (Qualification and Technical)**



**Appendix 2 – Bidders Submission (Commercial)**

