

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE:	CPD4124291
THE BUYER:	Department for Levelling Up, Housing and Communities
BUYER ADDRESS	Fry Building, 2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Centre for Homelessness Impact
SUPPLIER ADDRESS:	Floor 4, Albany House, 94-96 Petty France, London, SW1H 9EA
REGISTRATION NUMBER:	11732500
DUNS NUMBER:	224591035

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 3 October 2023.

It's issued under the DPS Contract with the reference number RM6126 Research and Insights for the provision of Systems-wide Evaluation of Homelessness and Rough Sleeping services.

DPS FILTER CATEGORY(IES):
40970

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 following Special Terms are incorporated into this Order Contract:

Special Term 1 - Break Clause: The Contract will be for an initial term up to December 2026 but will be subject to a break clause following the completion of Programme 1 - Phase 1 in March 2025. At this stage DLUHC will decide whether the contract can proceed with Phase 2. The Authority will give a minimum of three months' notice before invoking this.

Special Term 2 - Payments related to the Supplier's role as Grant Administrator will be made via Purchase Order. The Supplier must provide a breakdown of the costs as agreed within the contract with each invoice, quoting a valid Purchase Order number. The costs must be agreed with the Buyer prior to the submission of each invoice.

Special Term 3 - The method for transferring the funds for grant payments to the supplier shall be determined. The Supplier will maintain accurate records, which shall be available upon request, of payments received from the Buyer, payments made to Grant Recipients and balances of grants.

Special Term 4 – Clause 10.2.2 of the Core Terms is replaced with the following: Each Buyer has the right to terminate their Order Contract at any time without reason by giving the Supplier not less than 100 days' written notice.

ORDER START DATE:	9 October 2023
ORDER EXPIRY DATE:	8 January 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 Order Form.
	End date of Maximum Extension Period: 8 January 2028.

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

DPS Schedule 6 (Order Form and Order Schedules)

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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 £5,729,961.66 (excluding VAT).

ORDER CHARGES

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>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

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>

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

SUPPLIER'S CONTRACT MANAGER

<REDACTED>

<REDACTED>

<REDACTED>

<REDACTED>

<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

See details in Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S):

RSM UK Consulting LLP

Cordis Bright

Ipsos (Market Research) Limited

IFF Research

Cardiff University

King's College London (KCL)

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

- **MAC 2.2:** Employment
- **MAC 6.2:** Tackle workforce inequality
- **MAC 8.1:** Collaborate in codesign and delivery
- **MAC 8.2:** Influence staff, suppliers, customers, and communities through the delivery of the contract to support strong, integrated communities

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	