

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE:	CPD4126187
THE BUYER:	Department for Levelling Up, Housing & Communities
BUYER ADDRESS	2 Marsham Street, London, SW1P 4DF
THE SUPPLIER:	Alma Economics Limited
SUPPLIER ADDRESS:	43 Tanner Street, London, SE1 3PL
REGISTRATION NUMBER:	09391354
DUNS NUMBER:	220592770

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 9 August 2024.

It's issued under the DPS Contract with the reference number RM6126 (Research and Insights) for the provision of the STEP Ukraine Programme Evaluation & DLUHC Evaluation Services.

DPS FILTER CATEGORY(IES):

Central Government, Policy analysis and development, Impact assessment, Performance analysis, Regression analysis, Thematic analysis, Mixed method (qualitative and quantitative), Case studies, Impact evaluation, Process evaluation, Adult learners, England, Wales, Scotland, Northern Ireland

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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) RM6216
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 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for CPD4126187
 - 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 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: 19 August 2024

ORDER EXPIRY DATE: 18 August 2026

ORDER INITIAL PERIOD: 2 Years

OPTIONAL EXTENSION PERIOD: The Buyer reserves the right to extend for three further one-year periods on the same terms as set out in this 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 £242,3000 (excluding VAT) in the first 12 months of the Contract.

ORDER CHARGES**£242,300 excluding VAT.**

See details in Order Schedule 5 (Pricing Details).

The Contract value may rise up to a maximum of **£18,750,000 (excluding VAT)** for the initial Contract period and any additional extensions (dependent upon future funding and demand for additional evaluation and research services).

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 because of:

- Specific Change in Law
- Benchmarking using Order Schedule 16 (Benchmarking)

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 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.

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BUYER'S INVOICE ADDRESS:

<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>

BUYER'S AUTHORISED REPRESENTATIVE

<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: [Security policy framework - GOV.UK \(www.gov.uk\)](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>

SUPPLIER'S CONTRACT MANAGER

<REDACTED>
<REDACTED>
<REDACTED>
<REDACTED>

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar week.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter – or as agreed.

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KEY STAFF

See details in Order Schedule 7 (Key Supplier Staff)

KEY SUBCONTRACTOR(S)

RAND Europe Community Interest Company

<REDACTED>

<REDACTED>

Services to be provided: Lead on process evaluation and scoping exercise

British Homes and Schools for Ukrainians (BHSU) C.I.C.

<REDACTED>

<REDACTED>

<REDACTED>

Services to be provided: Lead engagement with beneficiaries

<REDACTED> research team Centre for the Study of Global Human Movement.

<REDACTED>

<REDACTED>

Services to be provided: Supporting the design of the evaluation of the STEP Ukraine programme. Lead of team of researchers within the centre.

<REDACTED>

<REDACTED>

<REDACTED>

Services to be provided: Train peer-researchers, QA interview materials, QA peer-research interviews.

E-AUCTIONS

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

As set out in Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Not applicable.

GUARANTEE

Not applicable.

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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).

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