

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

## Order Form

**ORDER REFERENCE:** CCZZ24A08 / Lot 2

**THE BUYER:** Cabinet Office

**BUYER ADDRESS:** **REDACTED TEXT under FOIA Section 40**  
**Personal Information**

**THE SUPPLIER:** ICF Consulting Services Ltd

**SUPPLIER ADDRESS:** **REDACTED TEXT under FOIA Section 40**  
**Personal Information**

**REGISTRATION NUMBER:** 4161656

**DUNS NUMBER:** **REDACTED TEXT under FOIA Section 40**  
**Personal Information**

**DPS SUPPLIER REGISTRATION SERVICE ID:** **REDACTED TEXT under FOIA Section 40 Personal Information**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 23<sup>rd</sup> July 2024. It's issued under the DPS Contract with the reference number RM6126 Research and Insights DPS for the provision of **an experimental impact evaluation and process evaluation of training designed to develop civil servants' core skills as a driver of performance and productivity, Lot 2 – Digital and Data.**

### DPS FILTER CATEGORY(IES):

- Workplace training / skills development
- Civil service / Government / Parliamentary reform
- Digital economy
- Experimental / quasi-experimental impact evaluation

## **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 Research and Insights DPS.
3. DPS Special Terms.
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126 Research and Insights DPS, Lot 1: Research & Insights:
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM6126 Research and Insights DPS, Lot 1: Research & Insights:
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender)
    - 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 15 (Order Contract Management)
    - 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 Research and Insights DPS.**

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**

None.

**ORDER START DATE:** 25<sup>th</sup> July 2024

**ORDER EXPIRY DATE:** 31<sup>st</sup> March 2025

**ORDER INITIAL PERIOD:** Eight (8) months

**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 **£456,000.00 excluding VAT.**

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACs

Payment in arrears at the project milestones set out in the statement of requirements.

Supplier to invoice the Authority once the agreed deliverables for the milestone have been met. The Buyer will confirm this in writing (by email), to trigger the invoice. The Supplier should indicate during the project kick off stage who this email should be sent to.

**BUYER'S INVOICE ADDRESS:**

**REDACTED TEXT under FOIA Section 40 Personal Information**

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40 Personal Information**

**BUYER'S ENVIRONMENTAL POLICY**

Not applicable

**BUYER'S SECURITY POLICY**

Order Schedule 9

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40 Personal Information**

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED TEXT under FOIA Section 40 Personal Information**

**PROGRESS REPORT FREQUENCY**

One month after the contract start date, and monthly thereafter.

**PROGRESS MEETING FREQUENCY**

Fortnightly, unless otherwise agreed in writing (by email) with the buyer.  
Additional review meetings will be held aligned to the milestones set out in the statement of requirements.

**KEY STAFF**

**REDACTED TEXT under FOIA Section 40 Personal Information**

**KEY SUBCONTRACTOR(S)**

Not applicable

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Supplier's Technical proposal  
Supplier's Commercial Submission

**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 in Order Schedule 4 (Order Tender).

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED TEXT under FOIA Section 40 Personal Information	Signature:	REDACTED TEXT under FOIA Section 40 Personal Information
Name:	REDACTED TEXT under FOIA Section 40 Personal Information	Name:	REDACTED TEXT under FOIA Section 40 Personal Information
Role:	REDACTED TEXT under FOIA Section 40 Personal Information	Role:	REDACTED TEXT under FOIA Section 40 Personal Information
Date:		Date:	