

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **CPD4124040**

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

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

THE SUPPLIER: **ICF Consulting Services Ltd**

SUPPLIER ADDRESS: **Riverscape, 10 Queen Street Place, London, EC4R 1BE**

DUNS NUMBER: **221428324**

DPS SUPPLIER REGISTRATION SERVICE ID: **347043**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 30 December 2022. It's issued under the DPS Contract with the reference number CPD4124040 for the provision of the Evaluation of Local Resilience Forum (LRF) Funding 2022-25.

DPS FILTER CATEGORY(IES):

Local Government, Central Government, Qualitative, Case studies, Depth interviews, Focus group discussions, Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling), Realist evaluation, Process evaluation, Value-for-money evaluation.

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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) **CPD4124040**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **CPD4124040**
 - 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 **CPD4124040**
 - 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 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) **CPD4124040**
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:

None

ORDER START DATE: **3 January 2023**

ORDER EXPIRY DATE: **31 December 2025**

ORDER INITIAL PERIOD: **2 Years 11 Months with an option to**

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extend for a further 12 months

DELIVERABLES

Option B: 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 £80,000 excluding VAT.

ORDER CHARGES

Total value of this contract for the duration is **£239,450 excluding VAT**.

Option B: See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment can only be made following satisfactory delivery of pre-agreed deliverables.

Before payment can be considered, each invoice must include a detailed breakdown of work completed and the associated costs.

The Supplier will be required to submit invoices with the relevant Purchase Order number issued by the Buyer. Failure to do so could result in a delay in the payment of invoices.

Submitted invoices will be paid by BACS.

BUYER'S INVOICE ADDRESS:

DLUHC, CP2P Team, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead HP2 4XN

REDACTED

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Contract Manager

REDACTED

BUYER'S ENVIRONMENTAL POLICY

Greening Government Commitments 2021-25

<https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025>

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BUYER'S SECURITY POLICY

Appended at Order Schedule 9

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

Managing Consultant

REDACTED

30 St Paul's Square, Birmingham B3 1QZ

SUPPLIER'S CONTRACT MANAGER

REDACTED

Managing Consultant

REDACTED

30 St Paul's Square, Birmingham B3 1QZ

PROGRESS REPORT FREQUENCY

Supplier to provide a written interim draft proposal on scope and method for achieving the requirements set out in this document be submitted to the Customer. This proposal should include the Supplier's approach to quality assuring the work. These documents should be presented on supplier stationary. This document will not be published. This should include the proposed sampling frame and topic guide for the interviews.

Supplier to provide ongoing updates and written progress report via e-mail and no more than one side of A4, every week.

The Supplier will provide an annual report in first month of the following financial year, based on the evidence and analysis of previous years' data.

A draft final report incorporating the bringing together all the evidence gathered in the three previous years.

Further to suggestions for refinement by the Customer, a final report at the end of the funding settlement (near to the end of contract) will be required. This document should be presented on supplier stationary. At the discretion of the Customer, the final report may be shared with interested internal and external stakeholders.

PROGRESS MEETING FREQUENCY

There will be formal contract and progress review meetings every 4 weeks between the Supplier and DLUHC Analytical Lead and DLUHC Contract Manager. These will take place online via Microsoft Teams.

KEY STAFF

Please see Order Schedule 7 – Key Supplier Staff

KEY SUBCONTRACTOR(S)

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Not Applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Please see Joint Schedule 4 – Commercially Sensitive Information.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

SOCIAL VALUE COMMITMENT

Social Value will be considered for this requirement and will be Theme 5: Wellbeing in line with Cabinet Office Social Value Model with the Policy Outcome being Improve Health and Wellbeing. The Supplier will aim to delivery any/all of the following benefits through the contract under MAC 7.1.

- MAC 7.1: Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce.

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:	REDACTED	Signature:	REDACTED
Name:	REDACTED	Name:	REDACTED
Role:	Senior Director of Contracts	Role:	Commercial Manager
Date:	04 January 2023	Date:	5 th January 2023