

Department for Transport – Letter of Appointment & Contract Order Form

Anti-Social Behaviour Pilots Monitoring and Evaluation Phase 2

Dear [REDACTED]

Letter of Appointment

This letter of Appointment dated 28/02/2024, is issued in accordance with the provisions of the DPS Agreement (RM6126), for the provision of Monitoring and Evaluation Research into Anti-Social Behaviour Pilots (Phase 2), between the Department for Transport and the Supplier.

Capitalised terms and expressions used in this letter have the same meanings as in the Contract Terms unless the context otherwise requires.

Please note that the Department for Transport proposes that both parties proceed with contract award to avoid any further delays. But it is agreed that Joint Schedule 11 will be added into the contract in a few weeks as a contract variation in a few weeks, once Department for Transport have obtained all the approvals.

Order Form

ORDER REFERENCE: **TLOT10165**

THE BUYER: **Department for Transport**

BUYER ADDRESS [REDACTED]
[REDACTED]

THE SUPPLIER: **National Centre for Social Research**

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: **4392418**

DUNS NUMBER: **218125517**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 28/02/2024.

DPS Schedule 6 (Order Form Template and Order Schedules)

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It's issued under the DPS Contract with the reference number RM6126 for the provision of Monitoring and Evaluation Research into Anti-Social Behaviour Pilots (Phase 2).

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. 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 RM6126
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 15 (Order Contract Management)
4. Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) RM6126

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 START DATE: **15th March 2024**

ORDER EXPIRY DATE: **14th September 2025**

ORDER INITIAL PERIOD: **18 months**

DELIVERABLES

See details in the BUYERS Statement of Requirements –



██████████
████████████████████

Alongside the SUPPLIER'S tender submissions –



5.2

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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 125% in the first year of the contract

ORDER CHARGES

The following charging model is proposed by the Buyer as a counteroffer to that submitted by the Supplier in their tender, you're invited to review and accept this updated model. The Buyer is open to fine tuning this revised proposal further as part of the Contract Mobilisation meeting. In the event that the wording, or values, alter as part of negotiations, the Buyer will issue a Contract Variation document to the Supplier after the Contract Mobilisation meeting: -

- Milestone 1: Project Initiation Document and Early-Point Research Materials agreed with The Authority = £8,000
- Milestone 2: Early-Point Report and Presentation Workshop delivered to The Authority = £15,000
- Milestone 3: End-Point Presentation Workshop and Draft Written Report delivered to The Authority = £151,264.75
- Milestone 4: Final Written Report signed off by The Authority = £50,000
- Total contract value for Milestones 1, 2, 3 and 4 = £224,264.75

In accordance with the SUPPLIER'S Price Schedule and Rate Card –



██████████
████████████████████

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

As per the document 'Attachment 3 - Statement of Requirements' above, Payment & Invoicing (page 16) refers.

A plan which sets out exact payment dates will be agreed between the Customer and Supplier at the mobilisation meeting.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Regular written progress updates – frequency to be confirmed at the Contract Mobilisation meeting

PROGRESS MEETING FREQUENCY

Quarterly, around the first Working Day of each quarter – TBC at the Contract Mobilisation meeting

KEY STAFF

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

KEY SUBCONTRACTORS

DPS Schedule 6 (Order Form Template and Order Schedules)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

Supplier's Commercially Sensitive Information

Please see Joint Schedule 4 document

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	Role:	[REDACTED] [REDACTED]
Date:	20 March 2024	Date:	21 March 2024