

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: TCA 3-7-1457

THE BUYER: Maritime & Coastguard Agency (MCA)

BUYER ADDRESS Spring Place, 105 Commercial Road,
Southampton, SO15 1EG

THE SUPPLIER: GatenbySanderson Limited

SUPPLIER ADDRESS: 14 King Street, Leeds, LS1 2HL

REGISTRATION NUMBER: 04451141

DUNS NUMBER: 424635477

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 16/10/2023.
It's issued under the DPS Contract with the reference number RM6219 – Learning and Training DPS for the provision of Outplacement Support Services for MCA Staff.

DPS FILTER CATEGORY(IES):

Education Services

- **Skills for the unemployed**
- **Specialist Skills**
- **Pastoral and Additional Support Services**
- **Transition Support**

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) **RM6219**
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6219**
 - 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 TCA 3-7-1457
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) **RM6219**

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: 16/10/2023

ORDER EXPIRY DATE: 08/03/2024

ORDER INITIAL PERIOD: 6 Months only.

DELIVERABLES

MCA have highly experienced and specialist individuals whose roles have been put at risk through an internal reorganisation programme. Given the seniority of the staff (up to G6) involved and the specialist nature of their experience our internal resources are not sufficient to support them in identifying the next steps in their career. MCA is seeking an outplacement programme led by an external specialist to help coach them through the transition and to identify opportunities.

The concept of this requirement is to ensure that affected staff would have access to allocated funds to spend on their choice of services available through GatenbySanderson Limited's executive recruitment branch. We anticipate some 1-2-1 sessions to identify needs, some coaching, some market sector scanning and whichever bespoke offer the member of staff feels will be most beneficial.

The MCA has partnered with GatenbySanderson Limited on leadership development programmes and have experience in understanding MCA and are well placed with an existing service to respond to rapidly to get this requirement ready for those who have learnt their roles have not been aligned which is expected to take place w/c 16/10/2023.

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 £10,000

ORDER CHARGES

The firm price for this requirement is up to £20,000 and cannot be exceeded unless written confirmation is obtained from the MCA whom is not obliged to utilise the full value of this contract.

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

The Supplier shall submit invoices directly to the billing address as per the Buyer's order. The Supplier shall invoice the Buyer for Goods on despatch and for Services as per Supplier's quotation. Payment to be made by BACS payment.

BUYER'S INVOICE ADDRESS:

DFT Shared Service Centre

Arvato Bertelsmann

Sandringham Park

Swnasea Vale

Swansea, Wales

SA7 0EA

Please send invoices electronically to: SSa.invoice@sharedservicesarvato.co.uk ensuring the correct PO is quoted

BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA No 40 – Personal Information

HR Project Manager

Redacted under FOIA No 40 – Personal Information [@mcga.gov.uk](mailto:m@mcga.gov.uk)

Spring Place, 105 Commercial Road, Southampton, SO15 1EG

BUYER'S ENVIRONMENTAL POLICY

DFTs operational sustainability strategy can be found on the following link:

DPS Ref: RM

Project Version: v1.0

Model Version: v1.3

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<https://www.gov.uk/government/publications/dft-operational-sustainability-strategy-2021-to-2025>

BUYER'S SECURITY POLICY



MCA Information
Security Policy.pdf

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA No 40 – Personal Information

Partner

Redacted under FOIA No 40 – Personal Information [@gatenbysanderson.com](mailto:gatenbysanderson.com)

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA No 40 – Personal Information

Partner

Redacted under FOIA No 40 – Personal Information [@gatenbysanderson.com](mailto:gatenbysanderson.com)

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month.

PROGRESS MEETING FREQUENCY

First Monday of each month. If the 1st Monday of the month shall fall on a public holiday then both parties shall meet on the next available working day.

KEY STAFF

Redacted under FOIA No 40 – Personal Information

Partner

Redacted under FOIA No 40 – Personal Information [@gatenbysanderson.com](mailto:gatenbysanderson.com)

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

Not applicable.

SERVICE CREDITS

Not applicable.

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<i>Redacted under FOIA No 40 – Personal Information</i>	Signature:	<i>Redacted under FOIA No 40 – Personal Information</i>
Name:	<i>Redacted under FOIA No 40 – Personal Information</i>	Name:	<i>Redacted under FOIA No 40 – Personal Information</i>
Role:	Partner	Role:	HR Project Manager
Date:	17/10/2023	Date:	17/10/2023