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

**Order Form**

ORDER REFERENCE: CPD4126176

THE BUYER: **The Ministry of Housing, Communities and Local Government (MHCLG)**

BUYER ADDRESS Fry Building, 2 Marsham Street, London, SW1P 4DF.

THE SUPPLIER: Adroit Economics Limited

SUPPLIER ADDRESS:31 Finchley Road, Hale, Altrincham, Cheshire, WA15 9RE

REGISTRATION NUMBER: **05567197**

DUNS NUMBER: **347660925**

DPS SUPPLIER REGISTRATION SERVICE ID: **[not known]**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 25th February 2025.

It’s issued under the DPS Contract with the reference number CPD4126176 for the provision of Economic and Technical research for Buildings Policy.

DPS FILTER CATEGORY(IES):

**Location- England**

**Subject Areas- Government and International= ‘Central Government’.**

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) CPD4126176
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* **Joint Schedules for CPD4126176**

USED

* + 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)

**NOT USED**

* + Joint Schedule 8 (Guarantee)
  + Joint Schedule 12 (Supply Chain Visibility)
* **Order Schedules for CPD4126176**

**USED**

* + 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 18 (Background Checks)
  + Order Schedule 20 (Order Specification)

**NOT USED**

* + Order Schedule 12 (Clustering)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 16 (Benchmarking)
  + Order Schedule 17 (MOD Terms)
  + Order Schedule 19 (Scottish Law)
  + Order Schedule 21 (Northern Ireland Law)
  + Order Schedule 23 (HMRC Terms)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) CPD4126176
3. 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

Not applicable

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 **£[REDACTED]**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

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:

* Indexation or;
* Specific Change in Law

REIMBURSABLE EXPENSES

Recoverable as stated in the DPS Contract

PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

CLGinvoices@communities.gov.uk

Within 10 Working Days of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to you, which may lead to a delay in payment.

If you have a query regarding an outstanding payment please contact our Accounts Payable section either by email to

CLGinvoices@communities.gov.uk

or by telephone

between 09:00-17:00 Monday to Friday.

N/A

BUYER’S INVOICE ADDRESS:

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

CLGinvoices@communities.gov.uk

BUYER’S AUTHORISED REPRESENTATIVE

[REDACTED]

Ministry of Housing, Communities & Local Government

Email: [REDACTED]

2 Marsham Street

London

SW1P 4DF

BUYER’S ENVIRONMENTAL POLICY

[**https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025**](https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025)

BUYER’S SECURITY POLICY

[**https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework**](https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework)

SUPPLIER’S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER’S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month]

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter]

KEY STAFF

**[REDACTED]**

KEY SUBCONTRACTOR(S)

**[REDACTED]**

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

**[Not applicable]**

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Insurances required in accordance with Joint Schedule 3 (Insurance Requirements)

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: |  | Signature: |  |
| Name: | [REDACTED] | Name: | [REDACTED] |
| Role: | [REDACTED] | Role: | [REDACTED] |
| Date: | 25/02/2025 | Date: | 07/03/2025 |