

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TURC3001 - EDI Transport Industry Outreach**

THE BUYER: **Department for Transport**

BUYER ADDRESS

[REDACTED]

THE SUPPLIER: **Deecon Consulting Limited**

SUPPLIER ADDRESS:

[REDACTED]

REGISTRATION NUMBER: **12468584**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 8 January 2024.

It's issued under the DPS Contract with the reference number RM6126 - Research & Insights DPS.

DPS FILTER CATEGORIES:

POLICY ANALYSIS AND DEVELOPMENT
IMPACT ASSESSMENT
MIXED METHOD (QUALITATIVE AND QUANTITATIVE)
COGNITIVE INTERVIEWING/TESTING
PROCESS 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. Attachment 5 – RM6126 Core Terms
3. RM6126 DPS Joint Schedule 1 Definitions
4. 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 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for **RM6126**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - [Order Schedule 7 (Key Supplier Staff)
 - [Order Schedule 8 (Business Continuity and Disaster Recovery)
 - [Order Schedule 9 (Security)
5. Attachment 3 – TURC3001 - Statement of Requirements
6. Order Schedule 4 (Order Tender) (Supplier response to Attachment 2 – TURC3001 How to Bid Including Evaluation Criteria) 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.
7. Attachment 4 – TURC3001 Pricing Schedule

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: **8 January 2024**

ORDER EXPIRY DATE: **31 March 2025**

ORDER INITIAL PERIOD: **14 Months**

DELIVERABLES

As per Attachment 3 – TURC3001 - Statement of Requirements

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

ORDER CHARGES

As per Attachment 4 Pricing Schedule

REIMBURSABLE EXPENSES

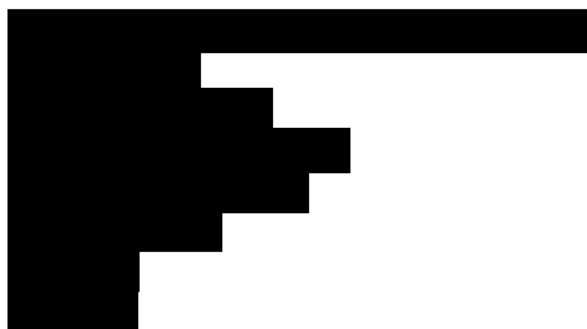
As per Attachment 4 Pricing Schedule

PAYMENT METHOD

As per Attachment 4 Pricing Schedule

BUYER'S INVOICE ADDRESS:

The Supplier must be in possession of a written purchase order (PO), before commencing any work under this contract. You must quote the aforementioned PO number on all invoices, and these must be submitted directly to:



Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

BUYER'S AUTHORISED REPRESENTATIVE



BUYER'S ENVIRONMENTAL POLICY

As Attachment 3 Statement of Requirements

BUYER'S SECURITY POLICY

As Attachment 3 Statement of Requirements

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

PROGRESS REPORT FREQUENCY

As Attachment 3 Statement of Requirements

PROGRESS MEETING FREQUENCY

As Attachment 3 Statement of Requirements

KEY STAFF

As Supplier response to Attachment 2 – TURC3001 How to Bid Including Evaluation Criteria

KEY SUBCONTRACTOR(S)

n/a

COMMERCIALLY SENSITIVE INFORMATION

n/a

[REDACTED]

Attachment 3 – TURC3001 – Statement of Requirements

DEFINITIONS

Expression or Acronym	Definition
CDOTs	Crown Dependencies and Overseas Territories.
CMPs	Civil Monetary Penalties
DfT	Department for Transport
DP	Designated Person
EDI	Economic Deterrence Initiative
HMG	UK Government
PCWR	Person Connected with Russia
SAMLA	Sanctions and Anti-Money Laundering Act 2018
TSUR	Transport Sanctions and Ukraine Recovery Division

BACKGROUND TO THE CONTRACTING AUTHORITY

The Department for Transport (DfT) works with agencies and partners to support the UK's transport network, which helps the UK's businesses and gets people and goods travelling around the country. The Department for Transport plans and invests in transport infrastructure to keep the UK on the move.

OVERVIEW OF REQUIREMENT

The Transport Sanctions and Ukraine Recovery Division (TSUR) within the Department for Transport (DfT) is looking to procure a Stakeholder Engagement Project as part of the Economic Deterrence Initiative's Transport Programme.

The "Industry Outreach" project is seeking to:

Test the level of compliance and understanding of the UK's transport sanctions regimes amongst those who are responsible for complying with them; and
Understand how transport sanctions compliance and implementation could be improved in order to reduce the risk of breaches and circumvention occurring.

BACKGROUND TO THE REQUIREMENT

Sanctions are restrictive measures that can be put in place to fulfil a range of purposes. In the UK, these include complying with UN and other international obligations, supporting foreign policy and national security objectives, as well as maintaining international peace and security, and preventing terrorism.

The UK implements a range of sanctions regimes through regulations made under the Sanctions and Anti-Money Laundering Act 2018 (SAMLA). These include "thematic" and "geographic" regimes, the latter of which includes Russia, Belarus, the Democratic Peoples' Republic of Korea ("North Korea"), Libya and Syria.

UK sanctions regulations made under SAML A apply across the whole of the UK, including in Northern Ireland.

The prohibitions and requirements in these regulations apply to conduct by UK persons. This includes anyone in the UK (including its territorial waters), UK nationals outside of the UK, and bodies incorporated or constituted under the law of any part of the UK.

It is HMG policy for UK sanctions measures to be given effect in the Crown Dependencies and British Overseas Territories (CDOTs) to make sanctions as effective as possible. More information regarding the UK's sanctions policy and regimes can be found here:

[UK sanctions - GOV.UK \(www.gov.uk\)](https://www.gov.uk).

The UK can impose the following types of sanctions measures:

- Trade sanctions, including arms embargoes and other trade restrictions;
- Financial sanctions, including asset freezes;
- Immigration sanctions, known as travel bans; and
- Transport sanctions, including de-registering or controlling the movement of aircraft and ships.

DfT implements and enforces transport sanctions, which apply to the aviation and maritime sectors. They include restrictions on the ownership, registration or movement of ships and aircraft, and the detention of ships and aircraft. Transport sanctions apply in five regimes: Russia, Belarus, Libya, North Korea and Syria.

Transport sanctions can currently be enforced through criminal prosecutions, however new Civil Monetary Penalties (CMPs), which are due to be implemented in 2024, will offer an additional mechanism for enforcement. CMPs will encourage industry to carry out due diligence and meet reporting obligations.

There are also measures outside of SAML A which the aviation and maritime sectors are responsible for complying with in relation to the countries highlighted in paragraph 4.8. For example, the Air Navigation (Restriction of Flying) (Russian Aircraft) Regulations 2022 proscribes that no aircraft can overfly or land in the UK which has an aerodrome in Russia in its flight plan.

In March 2023, HMG announced the Economic Deterrence Initiative (EDI), a £50 million fund that aims to improve the enforcement of the UK's sanctions regime and prepare HMG for responding to potential future hostile acts.

DfT is the lead for the EDI's Transport Programme, under which the Industry Outreach project sits.

SCOPE OF REQUIREMENT

The Industry Outreach project's remit is to conduct stakeholder engagement with those who are responsible for complying with the UK's transport sanctions. These include airport operators, air charterers, port operators and a range of industries that provide ancillary services to the aviation and maritime sectors (such as insurance). We would also like engagement to take place with the CDOTs.

The project has two objectives:

1. Transport sanctions are sufficiently understood and complied with; and
2. DfT has evidence regarding how transport sanctions compliance and implementation could be improved in order to minimise the risk of transport sanctions being breached and circumvented.

The project's scope will focus solely on transport sanctions. The other sanctions measures listed in paragraph 4.7 are not within the project's remit.

The total budget to conduct this engagement for this project is £80,000, £30,000 of which will be spent during the 2023/24 financial year and £50,000 during the 2024/25 financial year. These values are given in good faith as a guide to aid Bidder's planning for submitting their Tender. It should not be interpreted as an undertaking to purchase any goods or services to any value and does not form part of the Contract.

The project will be subject to the Schedule 1 Draft Order Form and Short Form Conditions.

THE REQUIREMENT

The Industry Outreach project consists of the following four Deliverables:

Deliverable 1: Developing Stakeholder Maps

The Supplier must;

- Undertake a stakeholder mapping exercise which identifies all the key stakeholders who need to be engaged with in this project.
- Produce a Stakeholder Engagement Document that sets out details of the stakeholders who will be engaged with during the project, including the company/body name, lead contact information and which part of the transport sector they are from.
- As the project progresses, update the Stakeholder Engagement document with information regarding when engagement with each stakeholder took place.
- Schedule 6 Bidder Response requests Tenderers to submit their proposed approach and methodology to conducting this exercise that ensures all key stakeholders in the UK and CDOTs are engaged with during this project.

Deliverable 2: Leading Stakeholder Engagement

The Supplier must;

- Lead the engagement with the stakeholders identified in the mapping exercise above.
- Provide information about their proposed approaches for conducting the stakeholder engagement, such as a stakeholder engagement strategy or suitable equivalent based on their expertise, which sets out a detailed communication and action plan that helps achieve the Industry Outreach project's objectives.
- Provide information on their proposed actions to encourage stakeholder participation, including to support open and honest discussions, and the metrics used to measure the success of stakeholder engagement.

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- Provide information on their proposed actions to overcome limited stakeholder engagement and, ultimately, support full participation.

Schedule 6 Bidder Response requests Tenderers to submit their proposed approach to conducting stakeholder engagement, including an action plan, communication methods, encouraging participation, the metrics used to measure success and overcoming limiting engagement.

Deliverable 3: Designing Transport Sanctions Guidance and Presentations

The Supplier must;

- As part of the stakeholder engagement above, develop guidance and presentations to stakeholders regarding transport sanctions, including how they should be complying with them, how they should be reporting suspected transport breaches to DfT, and how they can monitor possible sanctions circumvention in their respective sectors. In addition to the presentation, the Supplier may offer other suggestions on informing stakeholders about transport sanctions compliance.
- Provide information on how they will develop the guidance to ensure it captures the findings from stakeholder engagement and meets the objectives of the Project.
- Test the effectiveness of the guidance (including knowledge of CMPs) with a sample group of stakeholders, and make any subsequent amendments as required. DfT must be informed about the members of the sample group and the rationale used to support this decision.
- Produce a final guidance document, including in an accessible format, which can be later published online by DfT.

Deliverable 4: Final Report

The Supplier must;

- Submit regular reports to DfT setting out key findings from the stakeholder engagement conducted throughout the project, the level of sanctions compliance found across the aviation and maritime sectors, key issues raised by stakeholders with regards to sanctions, and any reports of sanctions circumvention happening in these sectors.
- Submit a final report to DfT at the conclusion of the project to include a summary of findings from the stakeholder engagement conducted and recommendations to DfT on how transport sanctions compliance can be improved across the aviation and maritime sectors and the risk of breaches and circumvention reduced.

OUTPUTS

As per Section 6, the Supplier must provide the following:

Stakeholder Map; that sets out who will be engaged with during the project, how this engagement will be conducted and across what timescales. As the project progresses, this Stakeholder Map must be updated with details of when engagement with those stakeholders took place.

Stakeholder Engagement Strategy; that sets out the methodology and approach to engagement with stakeholders, including listing the difference techniques used and proposed actions to encourage full participation.

Presentations; to the stakeholders identified on transport sanctions, guidance on how they should be complying with them, how they should be reporting possible transport sanctions breaches to DfT, and what they should be monitoring with regards to sanctions circumvention.

Guidance; on how industry should be complying with transport sanctions.

Regular reports; to DfT following each round of engagement events, which sets out key findings from the stakeholder engagement conducted throughout the project, the level of sanctions compliance found across the aviation and maritime sectors, key issues raised by stakeholders with regards to sanctions, and any reports of sanctions circumvention happening in these sectors.

Final report; to DfT summarising the key findings from the stakeholder engagement and recommendations to DfT on how transport sanctions compliance be improved and the risk of transport sanctions breaches and circumvention mitigated.

The DfT requires the Supplier to provide a sufficient level of resource throughout the duration of the contract. Bidders must identify the key personnel involved in the delivery of the requirement with details of the role that they will carry out.

SERVICE LEVELS AND PERFORMANCE

DfT will measure the quality of the Supplier's delivery through regular assessment of their progress alongside the agreed milestones.

Upon meeting the KPI, DfT will approve the invoice received from the supplier, reflective of the % of contract spend.

Deliverables	KPI/SLA description	Milestone Payment %
1. Stakeholder mapping exercise	As part of this exercise, the Supplier will inform DfT of the methodology and tools used to identify suitable stakeholders, categorisation of stakeholders, contact information and any issues/challenges identified.	15%
2. Stakeholder engagement exercise and reports of key findings	<p>The Supplier will use the stakeholder engagement strategy developed to deliver as many engagement exercises as necessary.</p> <p>As part of this, the Supplier will monitor stakeholder engagement, raise any concerns in good time and put forwards practical proposals to solve any problems.</p> <p>Following the stakeholder engagement exercises, the Supplier will produce reports of their findings, themes identified and key areas for improvements.</p>	35%
3. Final draft of transport	The Supplier will produce the final draft of the transport sanctions guidance, accompanied with an	35%

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sanctions guidance	explanation on how the guidance solves the issues and challenges raised by stakeholders.	
4. Final report	The Supplier will produce a final report ahead of the end of the contract.	15%

KEY MILESTONES

This contract is expected to commence in January 2024 and will run until 31 March 2025.

We expect the Industry Outreach project to be delivered against the following milestones, which DfT will measure the quality of delivery against.

Milestone	Description	Timescales
1	Contract awarded	Q4 (FY 2023/2024)
2	Initial meeting (face-to-face/virtual)	Q4 (FY 2023/2024)
3	Supplier to present to DfT stakeholder mapping results	Q4 (FY 2023/2024)
4	Supplier to present to DfT the stakeholder engagement strategy, the transport sanctions presentation to be used and first draft of industry guidance.	Q4 (FY 2023/2024)
5	Supplier to carry out first round of stakeholder engagement	Q4 (FY 2023/2024)
6	Supplier to present to DfT a recap of the findings from the first stakeholder engagement	Q4 (FY 2024/2025)
7	Supplier to carry out additional stakeholder engagement (on-going as needed)	Q1 – Q4 (FY 2024/2025)
8	Supplier to report to DfT the findings of the stakeholder engagement	Q2 (FY 2024/2025)
9	Supplier to present the first draft of the transport sanctions guidance to the sample group	Q3 (FY 2024/2025)
10	Supplier to present to DfT the final transport sanctions guidance	Q3 (FY 2024/2025)
11	Supplier to product the final report to DfT summarising the findings from the stakeholder engagement and identified areas of improvement	Q4 (FY 2023/2024)
12	Supplier to deliver a lessons learnt exercise to DfT	Q4 (2024/2025)

AUTHORITY'S RESPONSIBILITIES

DfT will appoint a lead, who will manage and run this contract and the Industry Outreach project overall.

BASE LOCATION

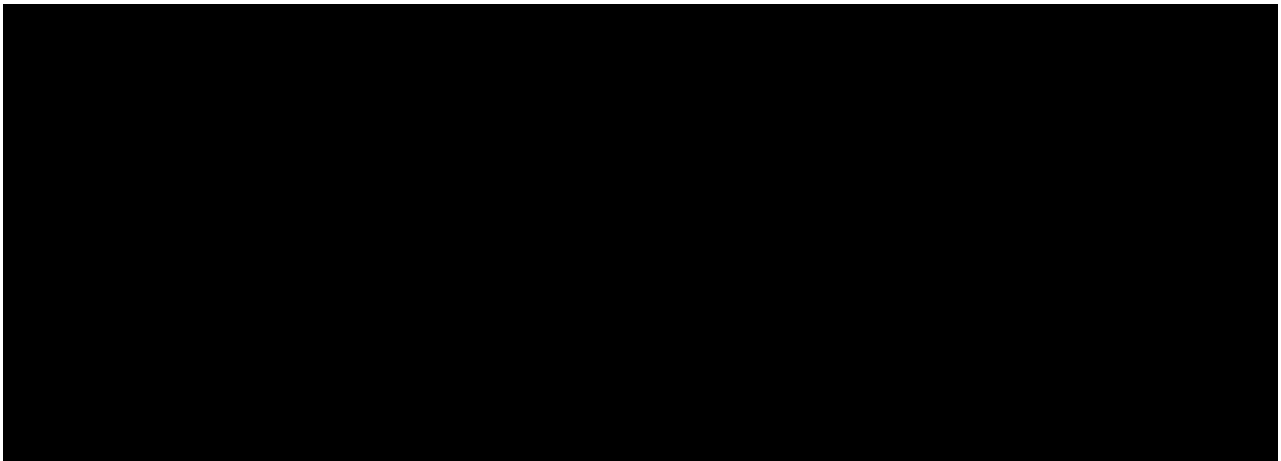
The supplier's own location is acceptable. However, depending on the stakeholder engagement methodology identified at the beginning of the contract, there may be times when the supplier is required to travel in order to meet stakeholders in person.

PRICE

A price schedule is provided in Schedule 5 Pricing Schedule. Prices are to be submitted by completing this form, excluding VAT.

PAYMENT

The supplier shall submit an invoice to the Department for Transport after each substantive piece of work in arrears. Payment will be made monthly by BACS. Any invoices should be submitted electronically to:



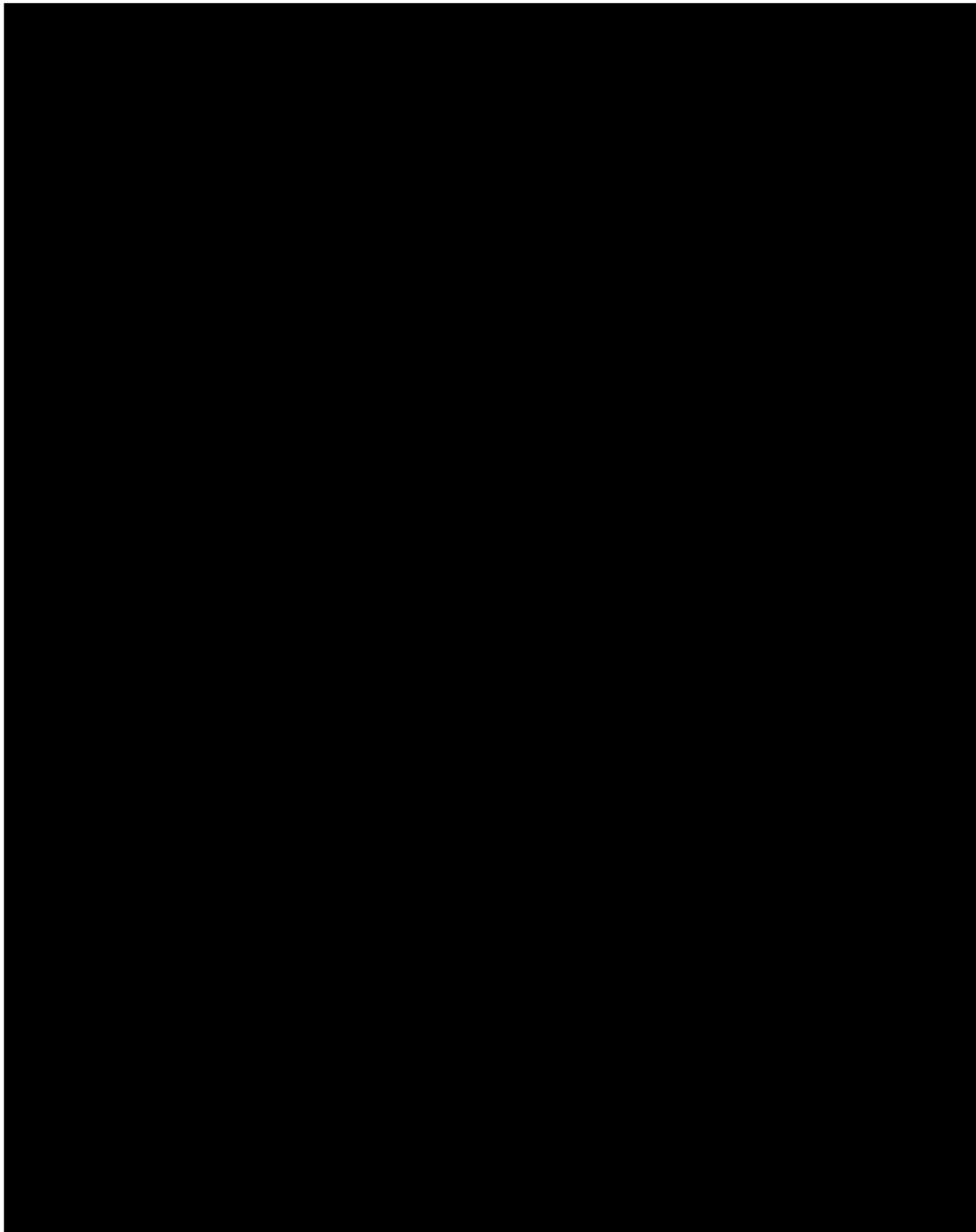
DATA PROTECTION

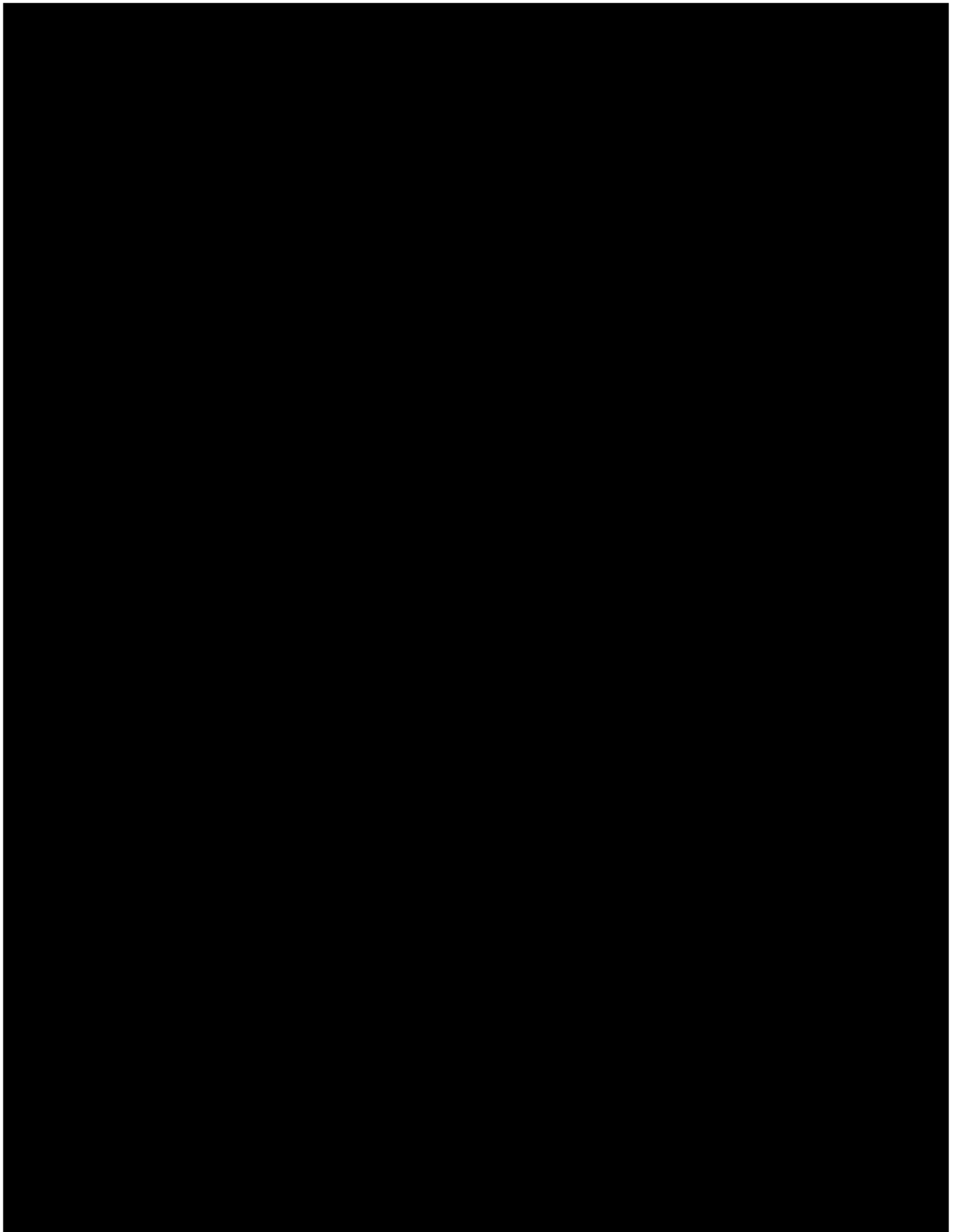
All stakeholder information must be collected and stored in compliance with General Data Protection Regulation (GDPR) legislation.

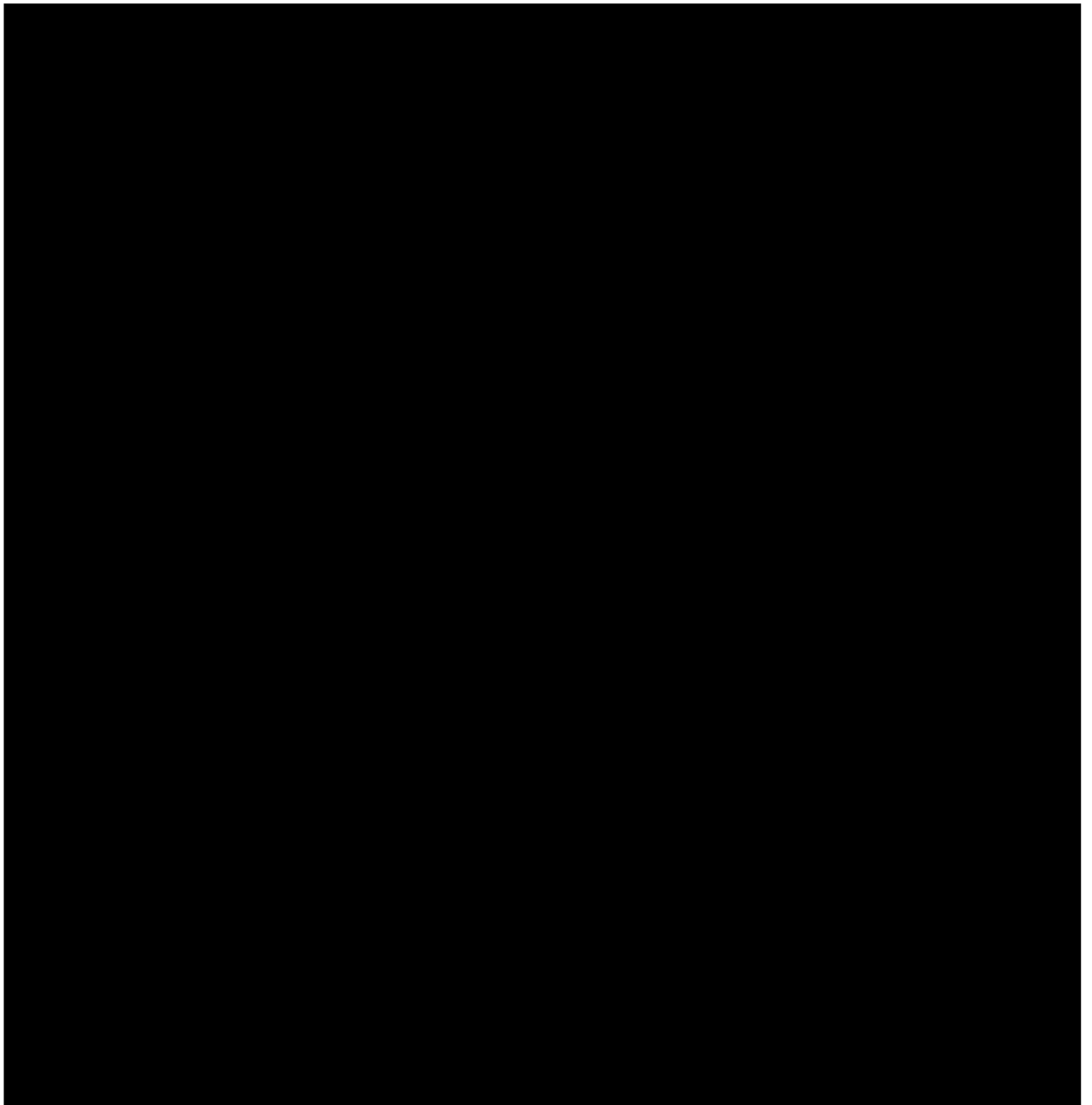
INTELLECTUAL PROPERTY RIGHTS (IPR)

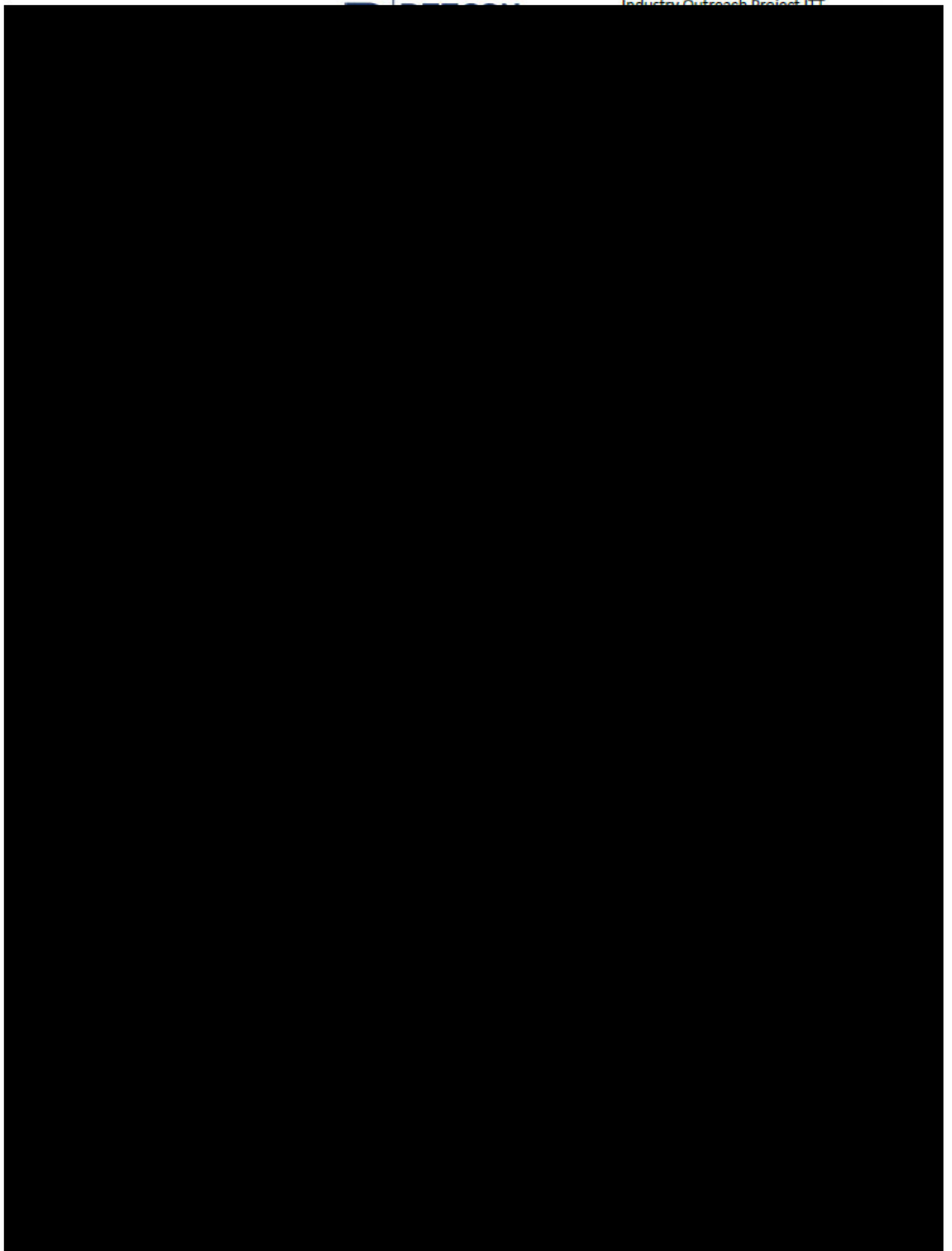
The DfT will own the intellectual property rights of all professional guidance, presentations, stakeholder engagement contact information, reports and any other outputs from this contract.

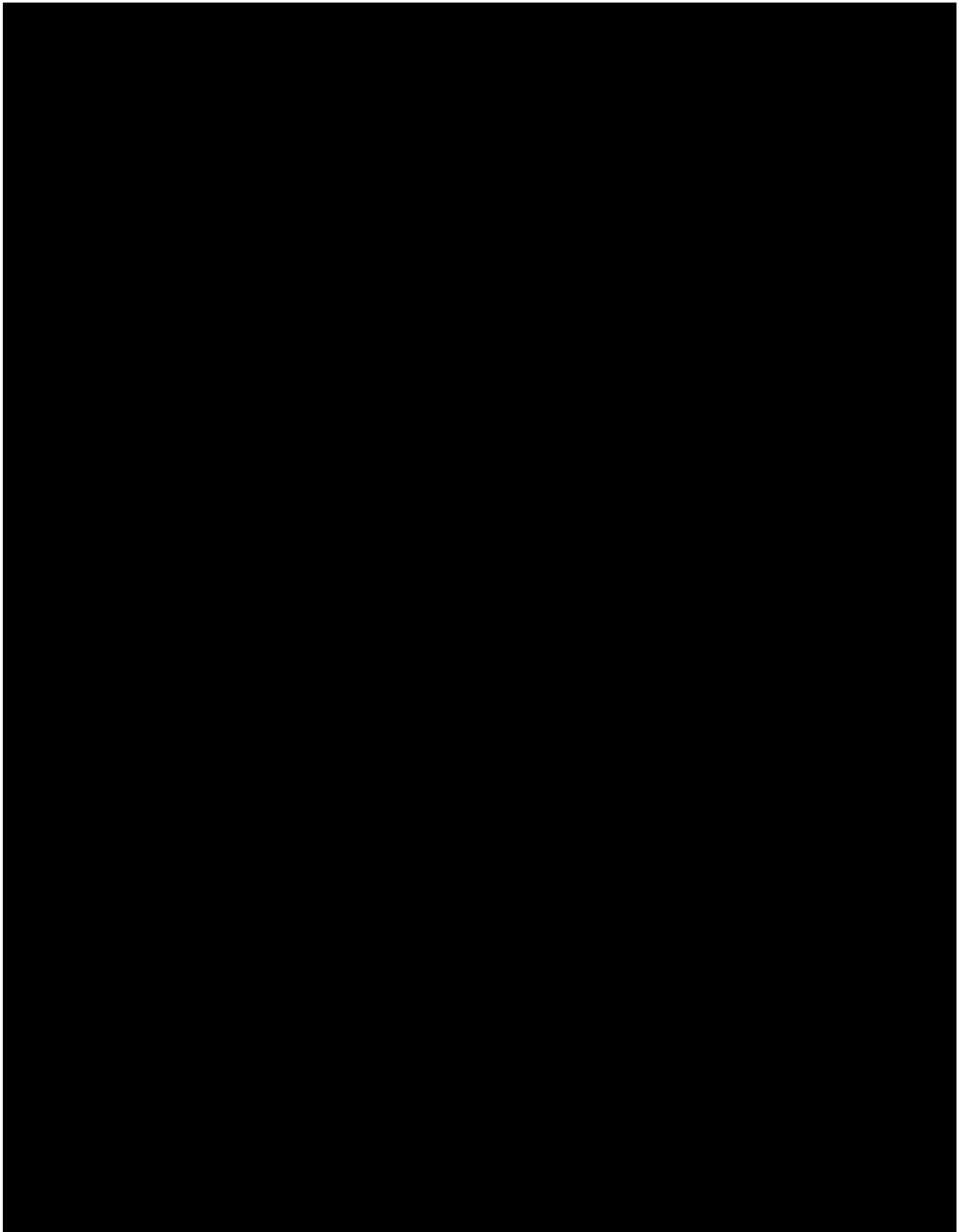
**Order Schedule 4 (Order Tender) (Supplier response to Attachment 2 – TURC3001
How to Bid Including Evaluation Criteria)**

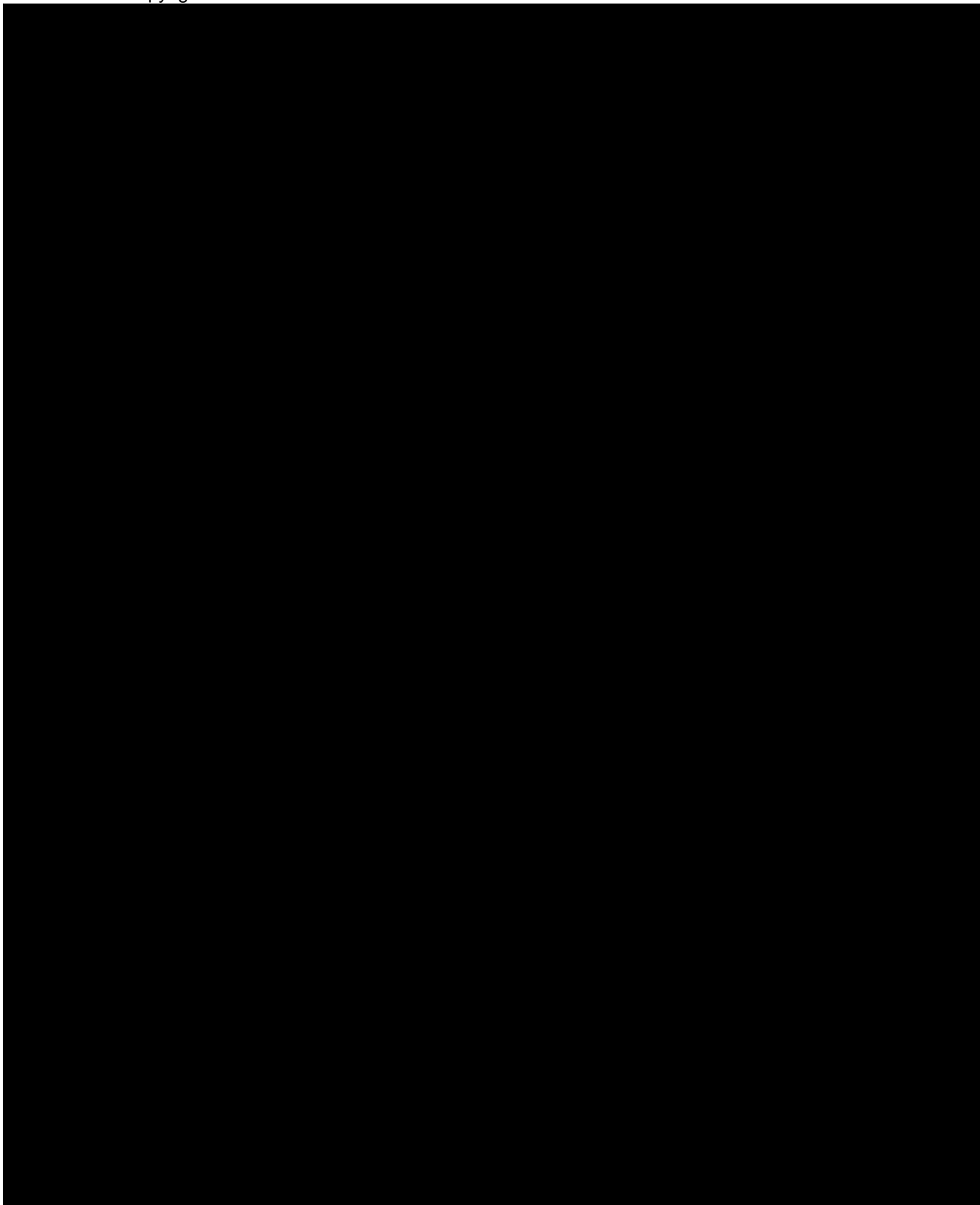


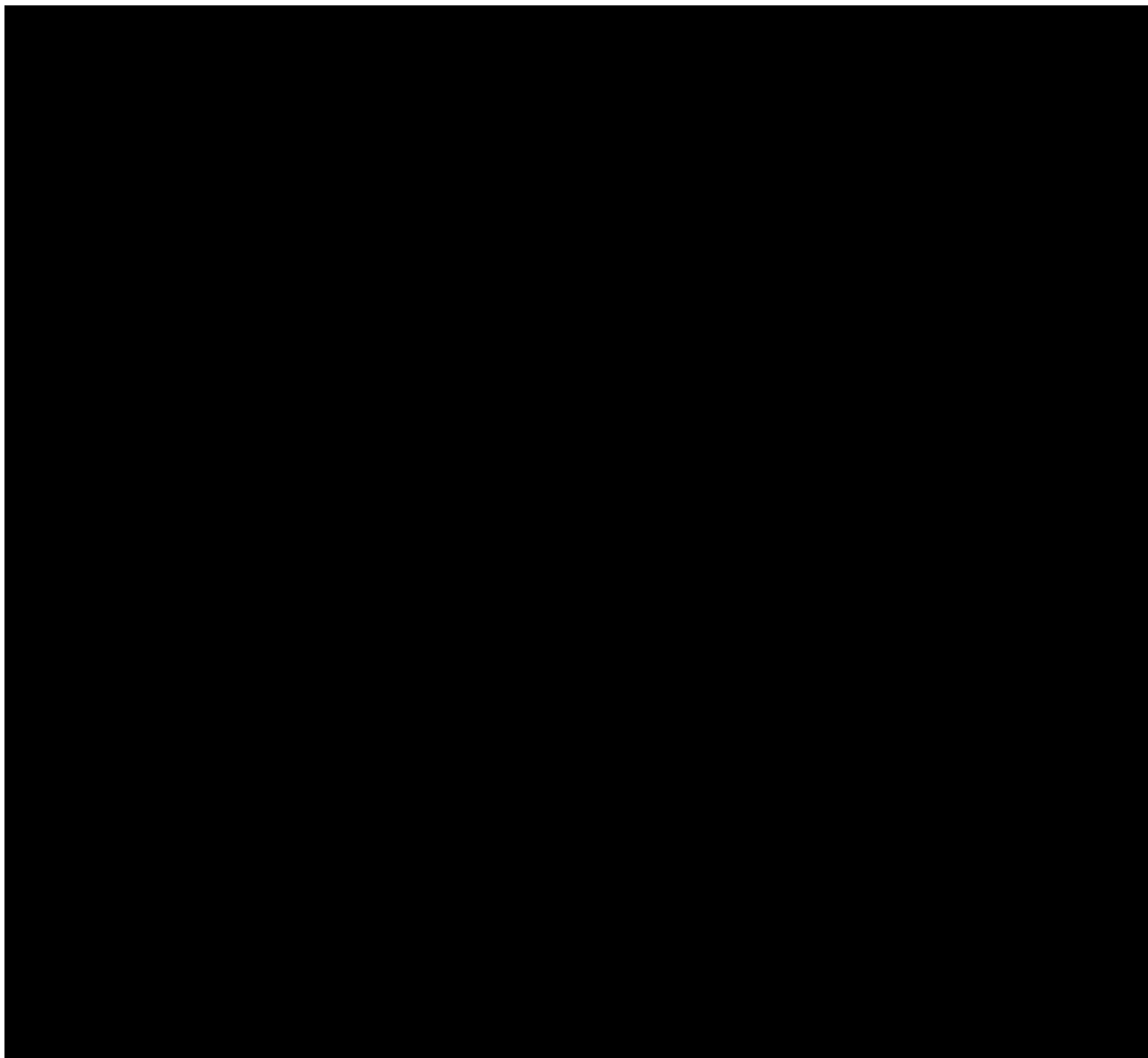


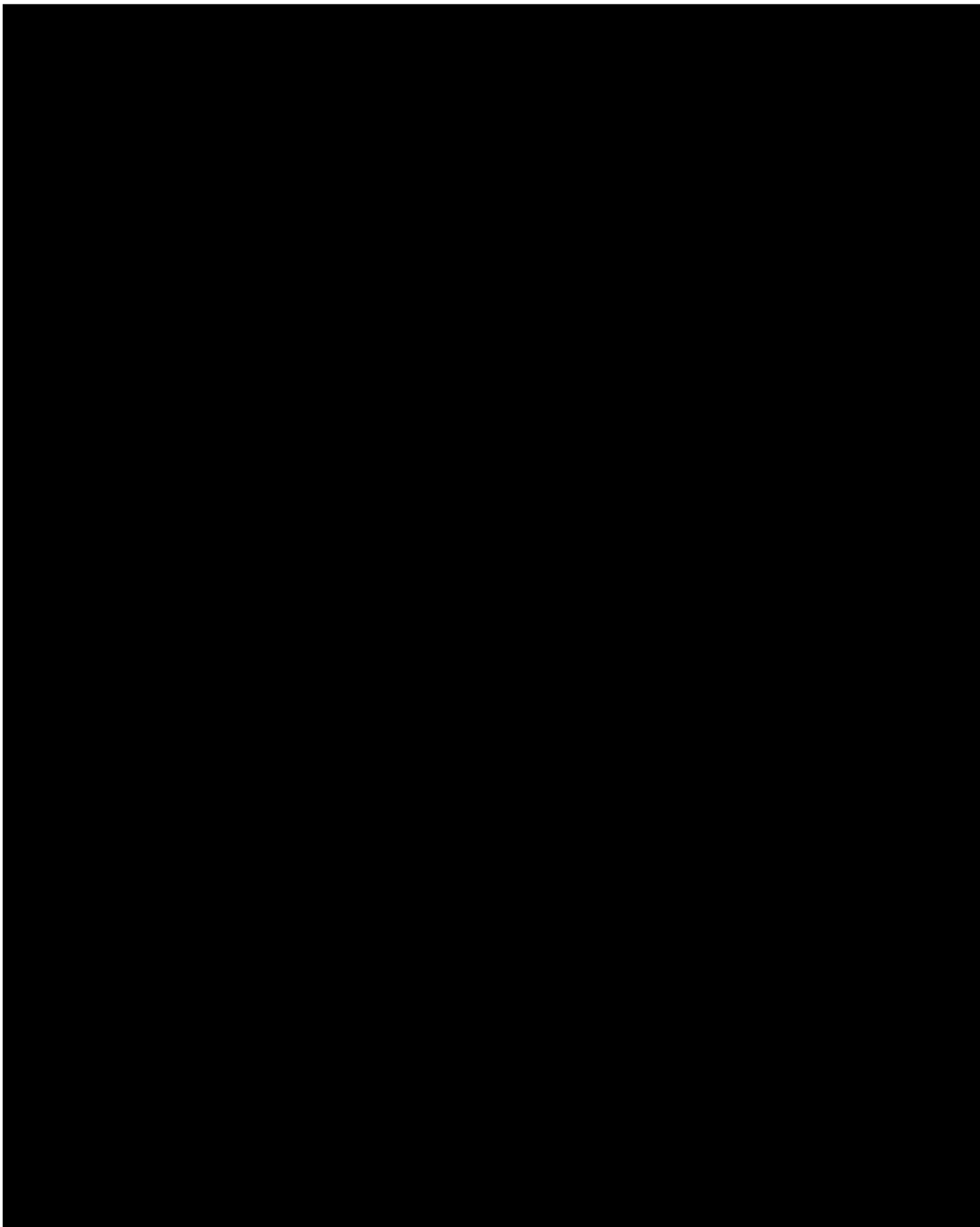


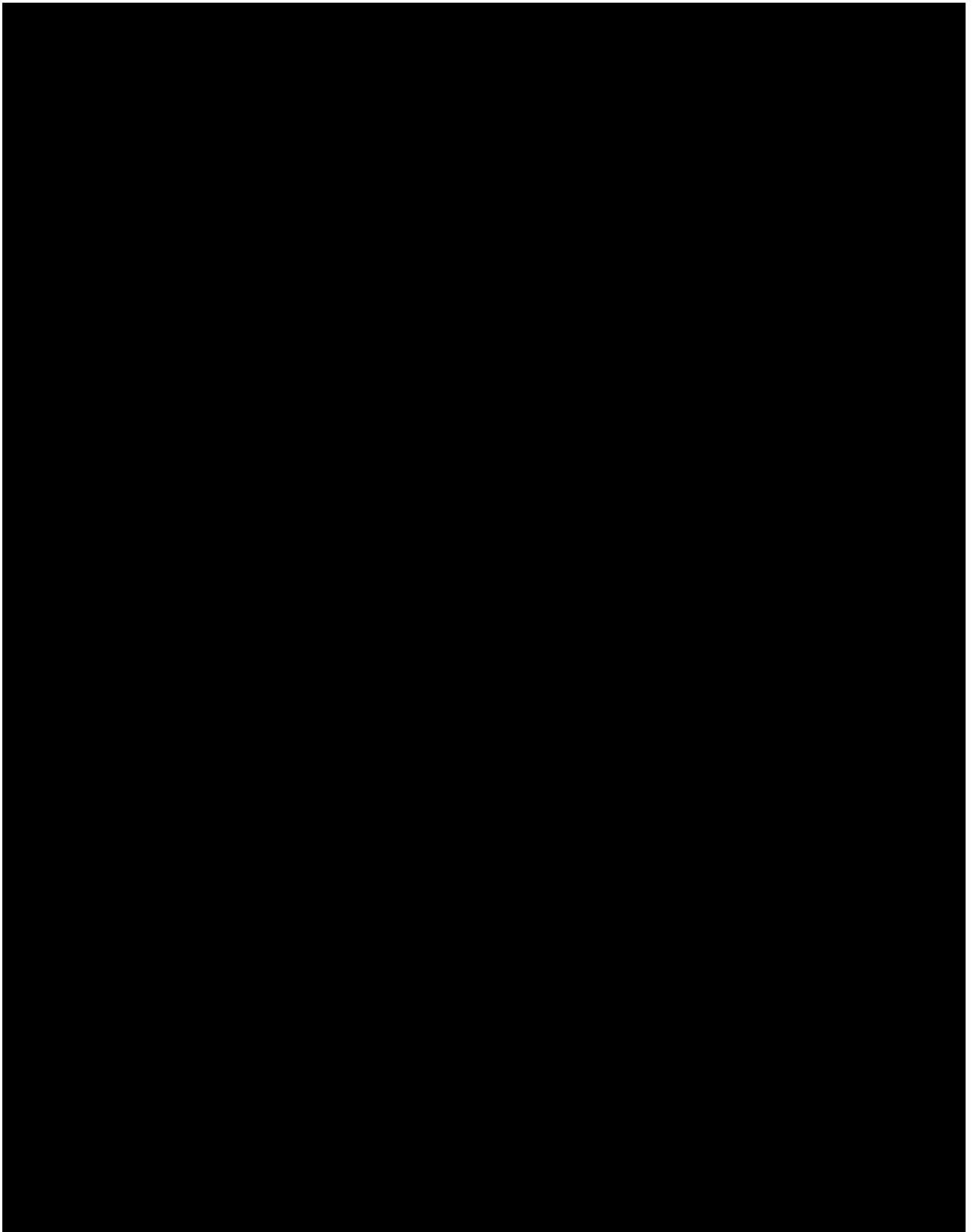


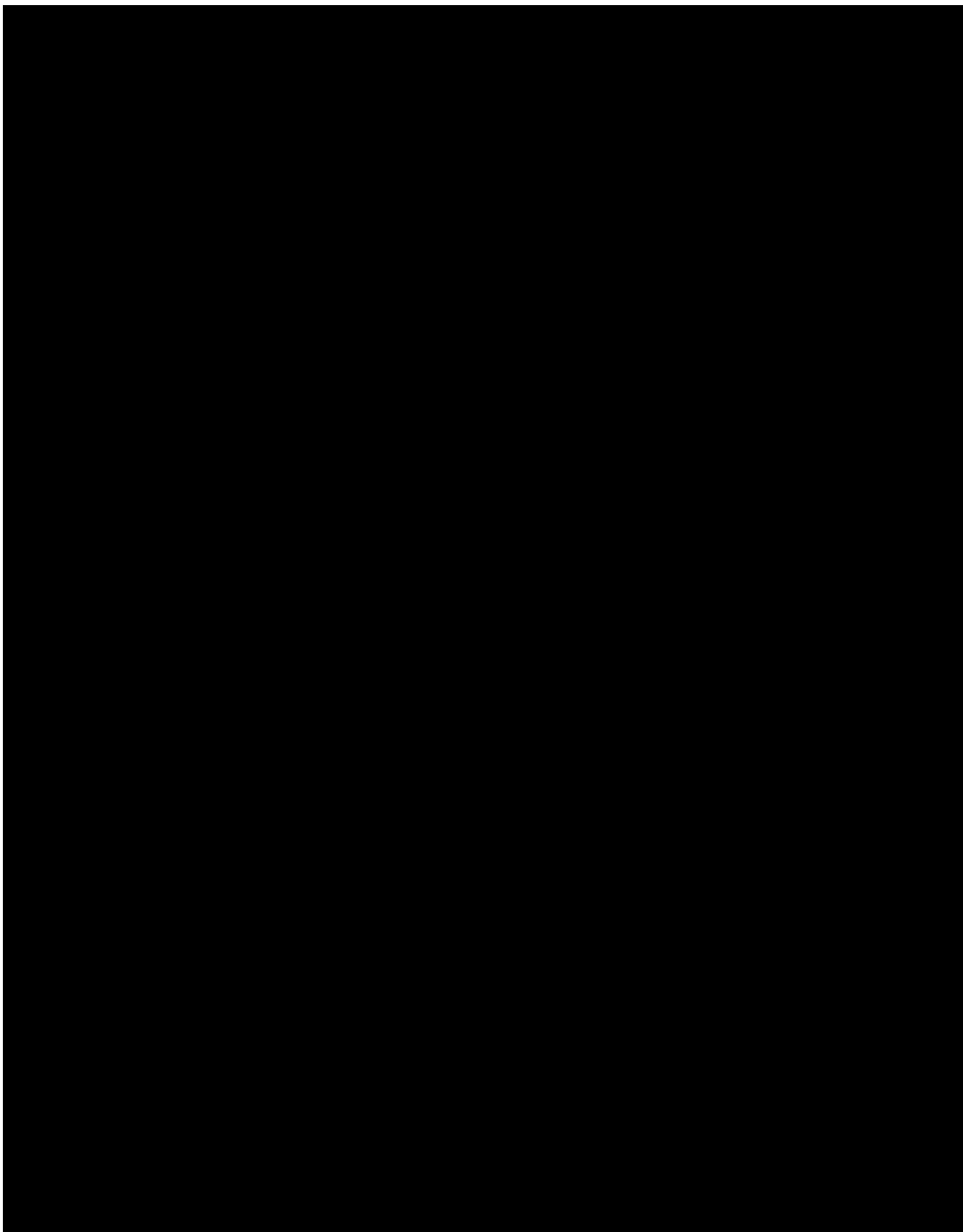


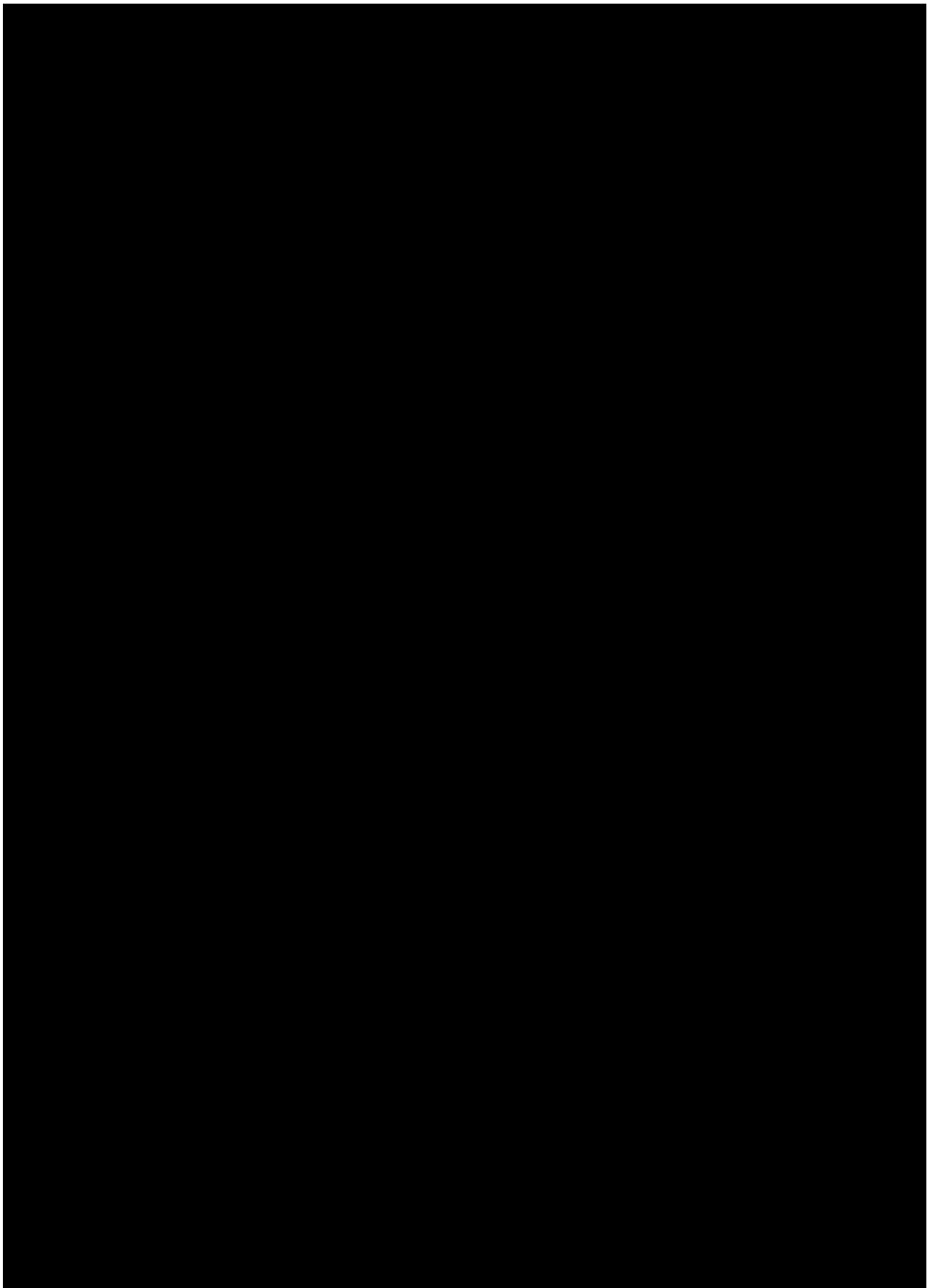


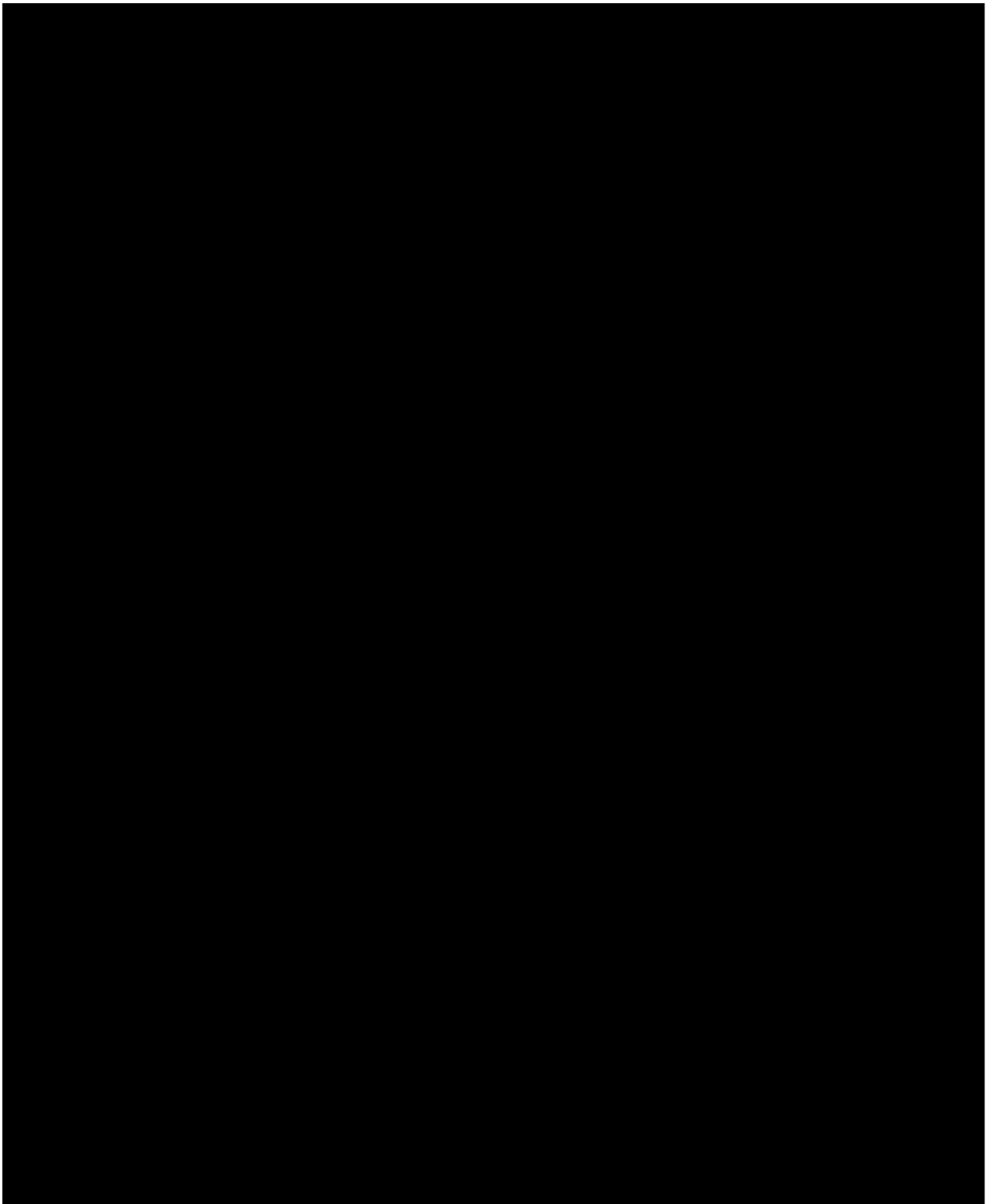


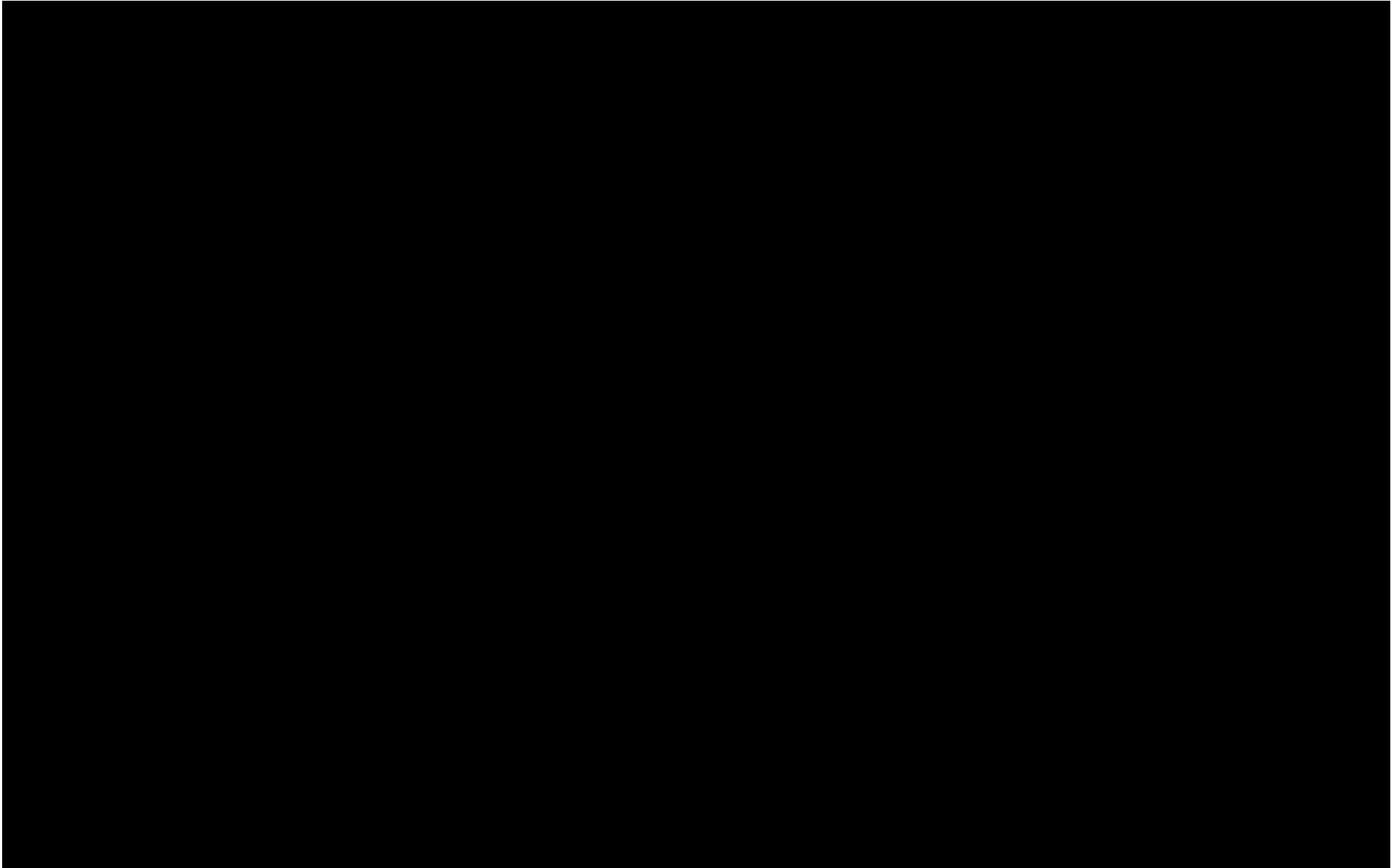


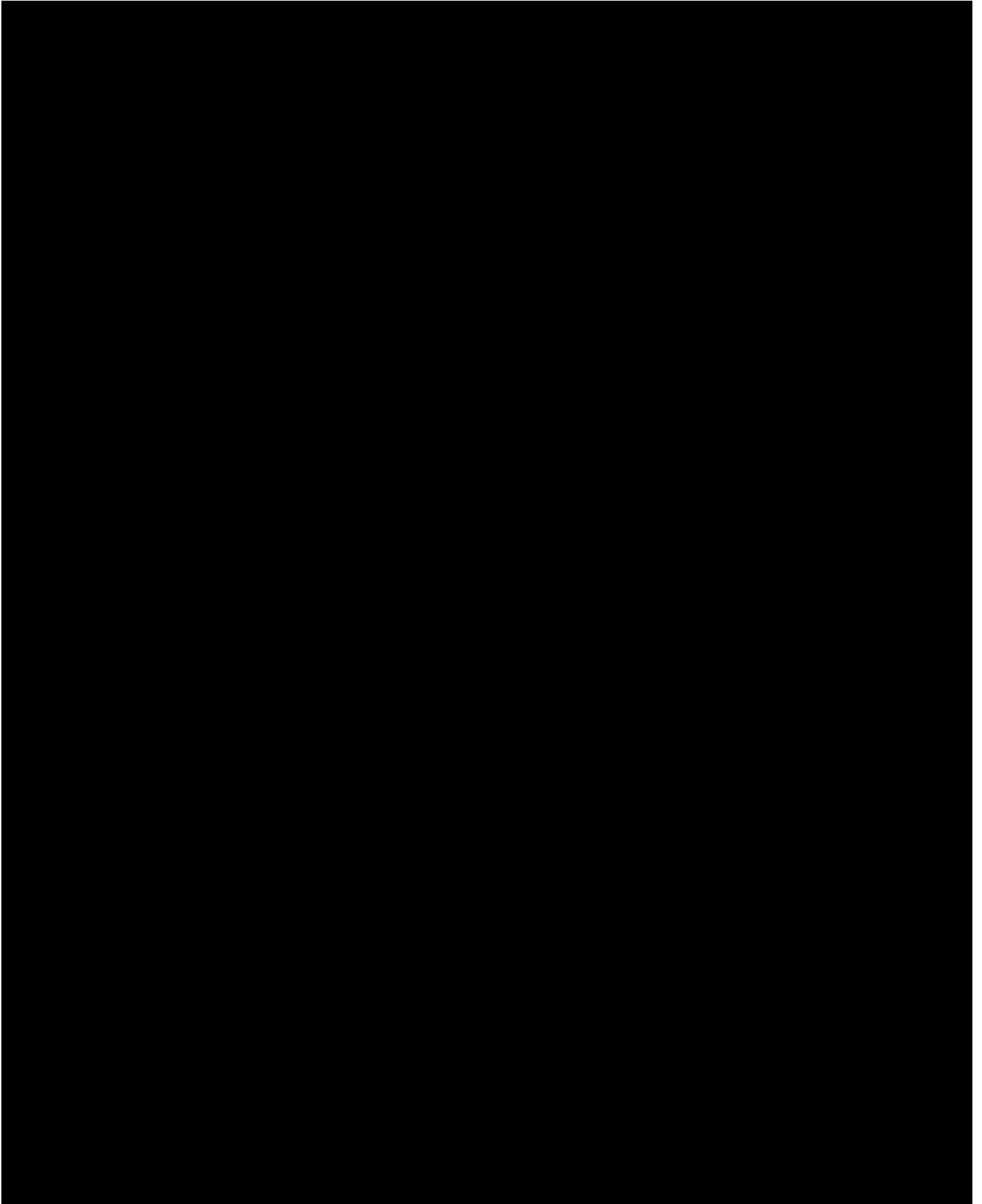


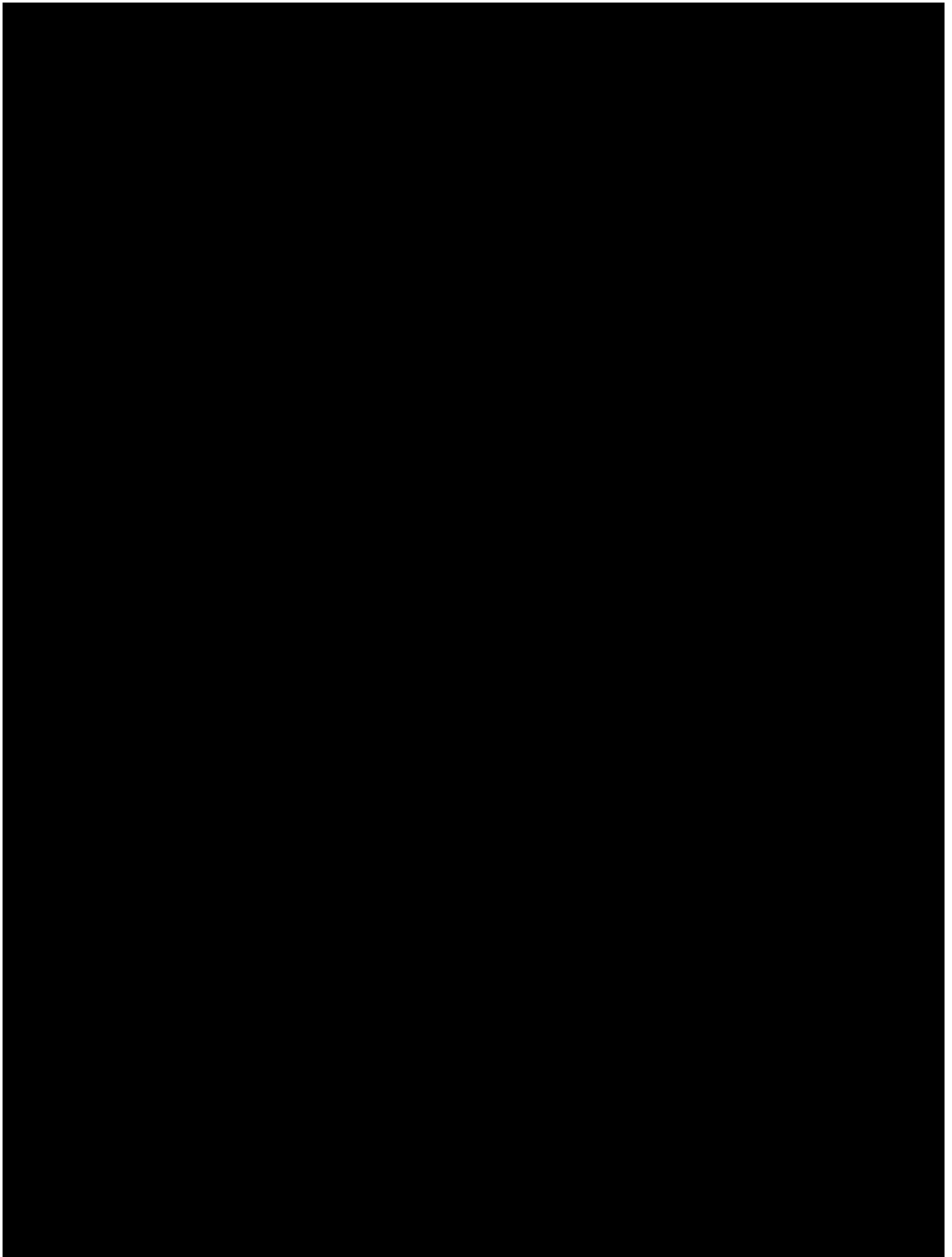


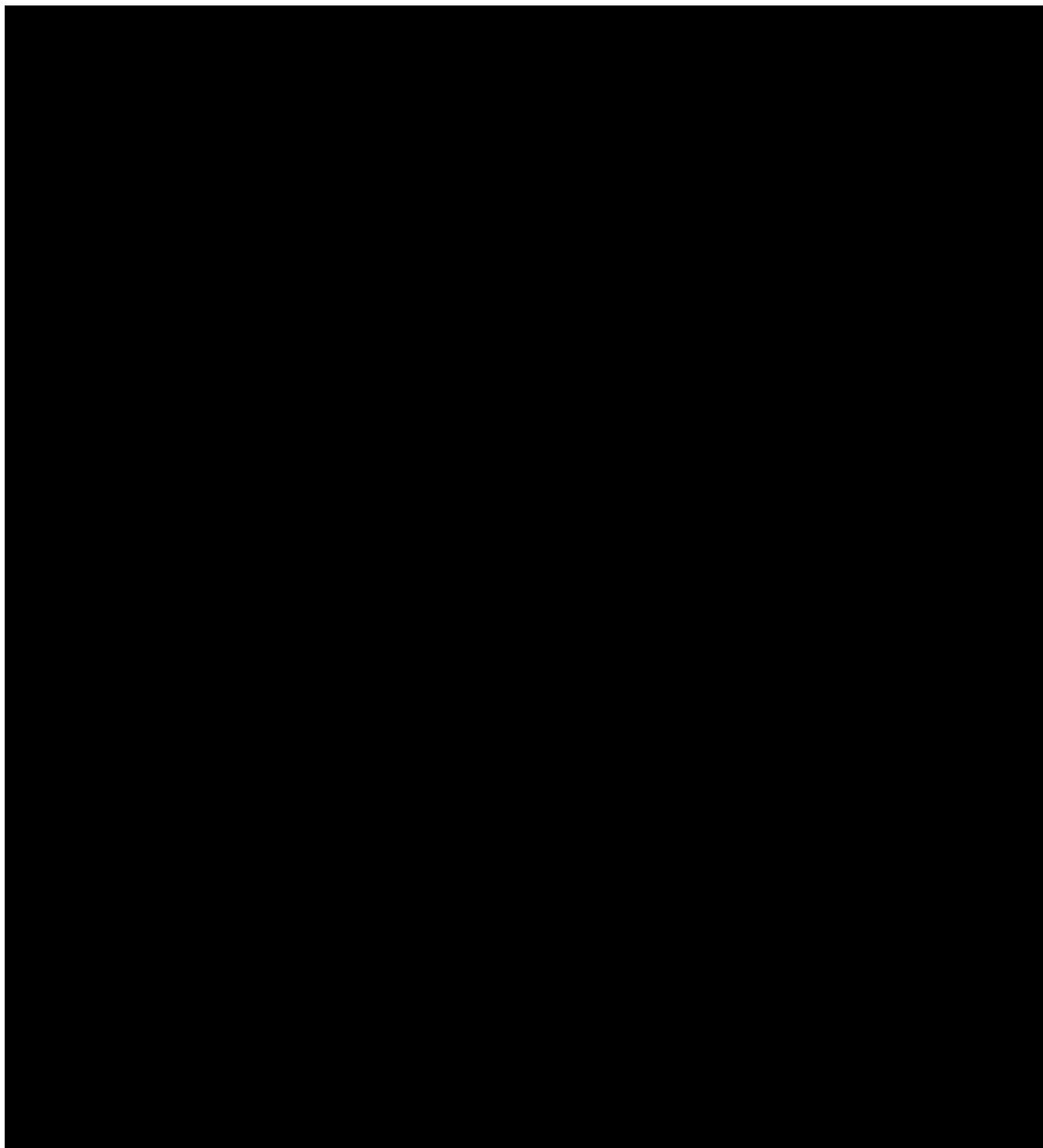


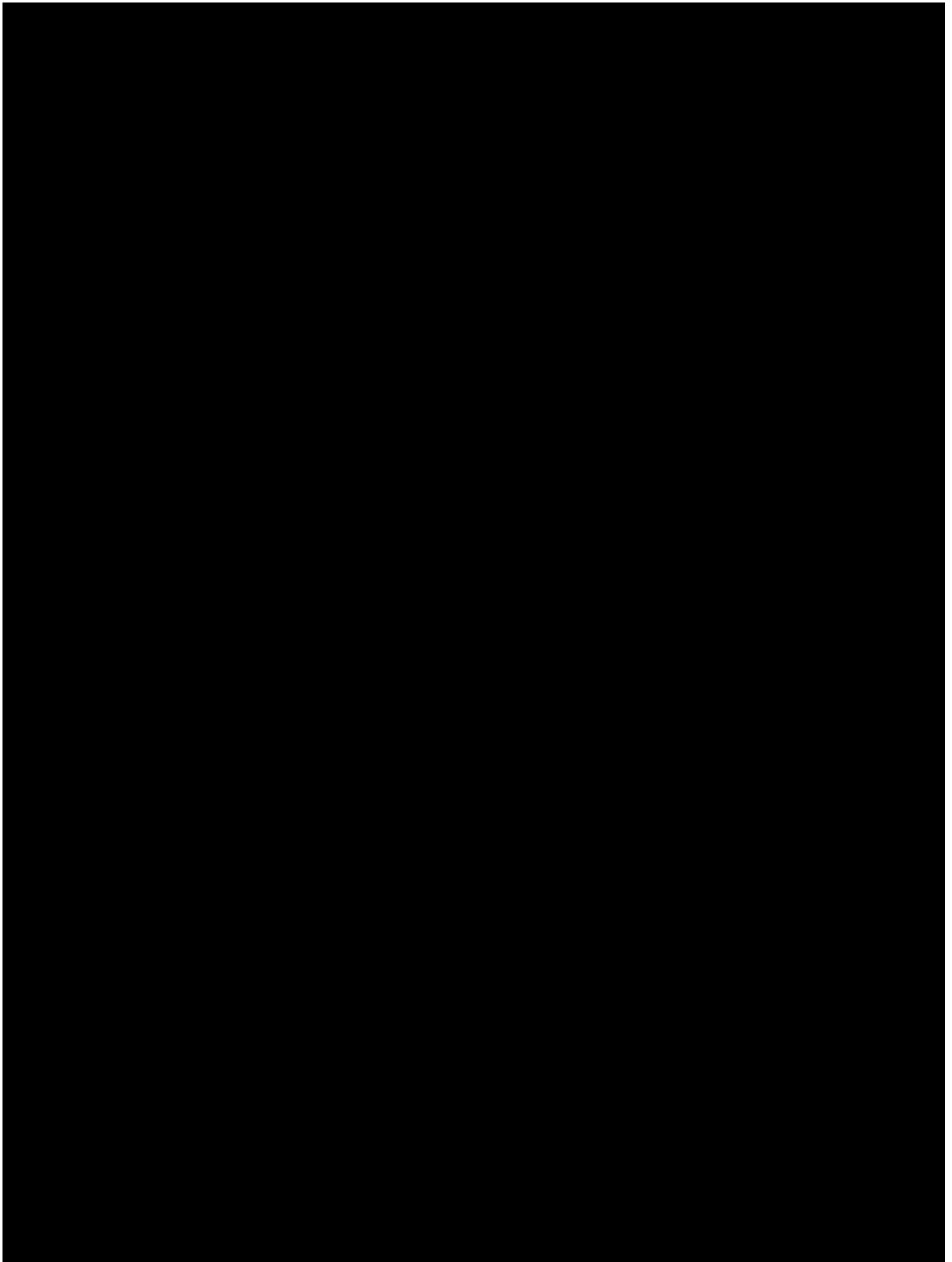


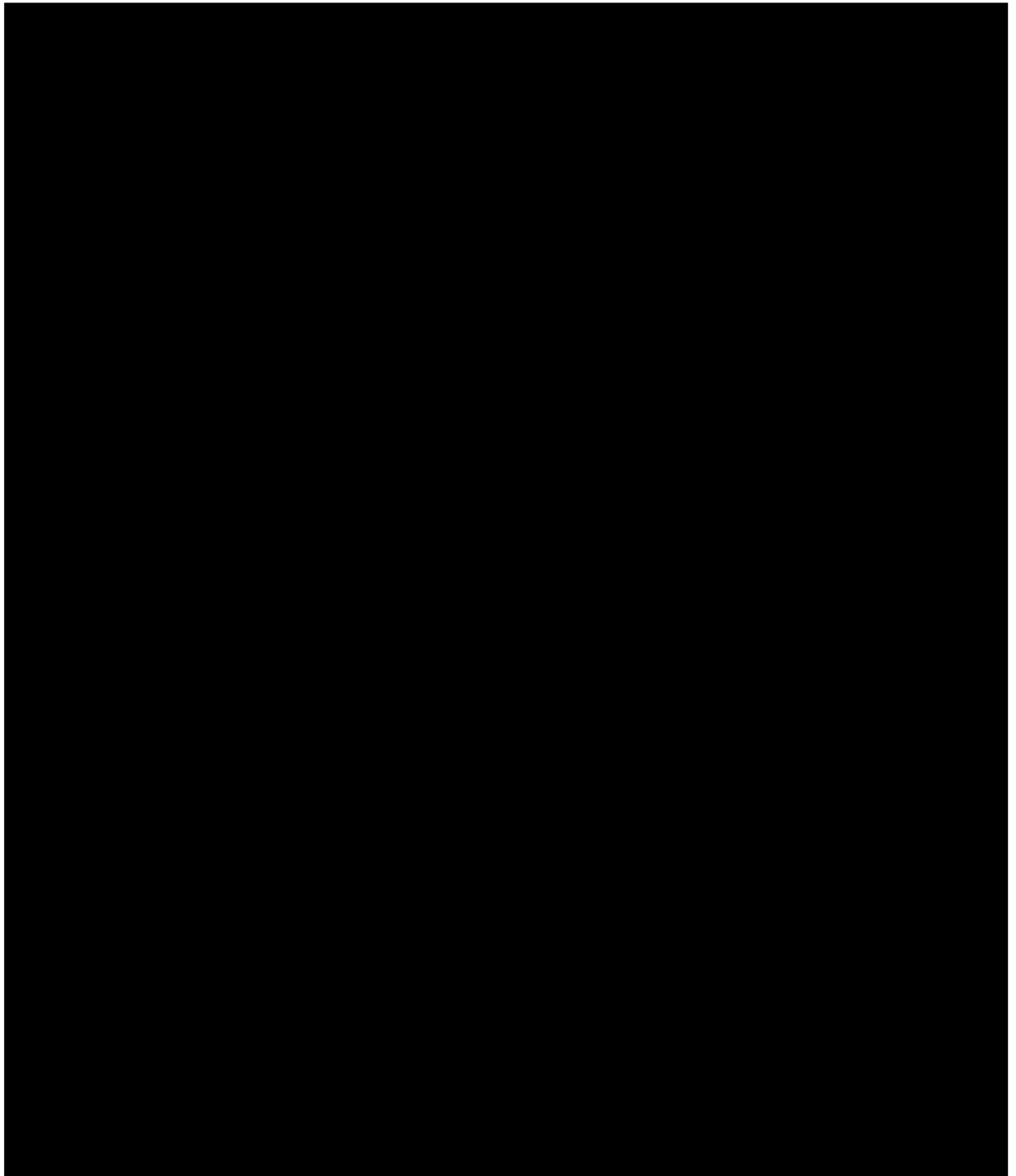


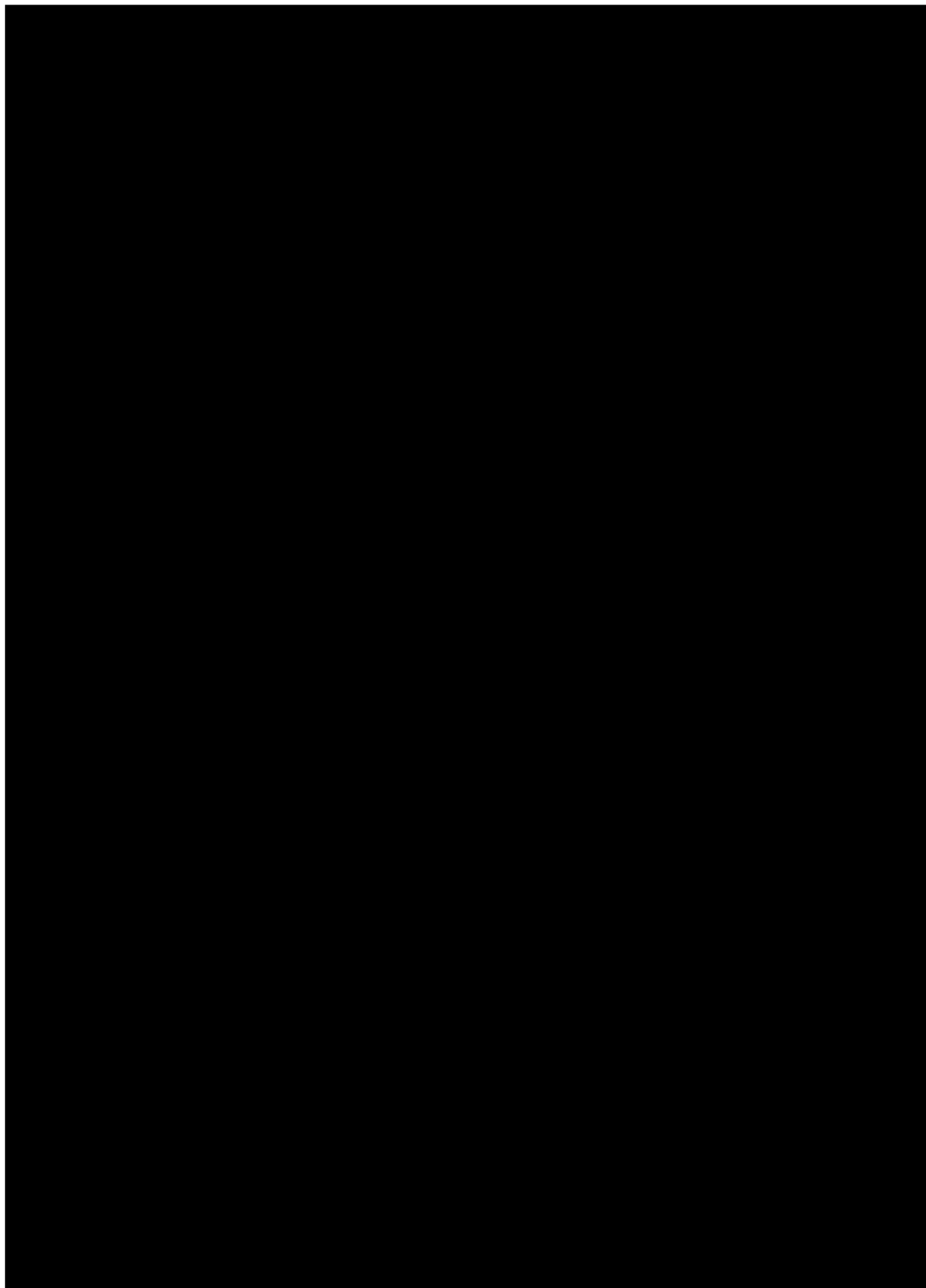


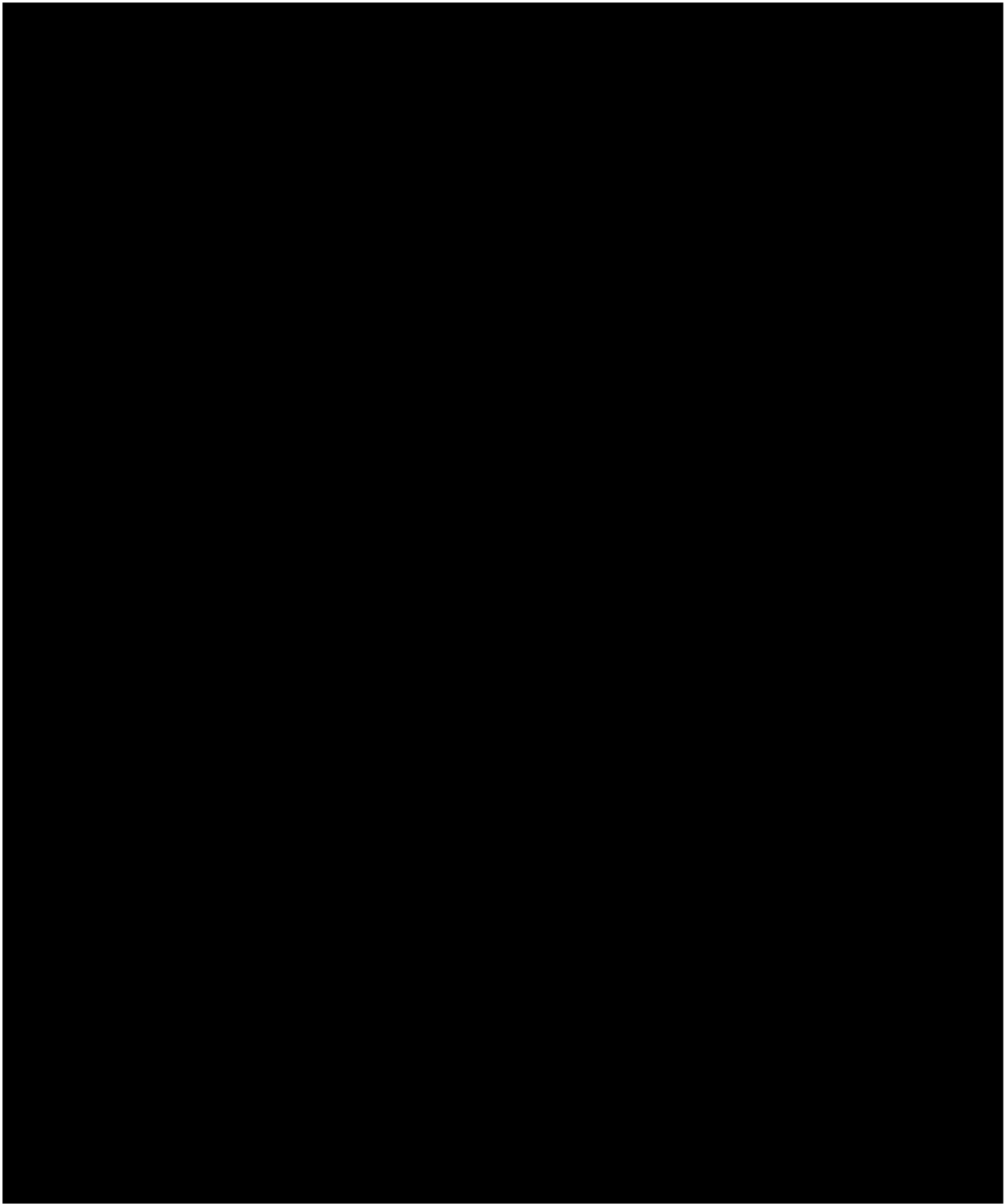


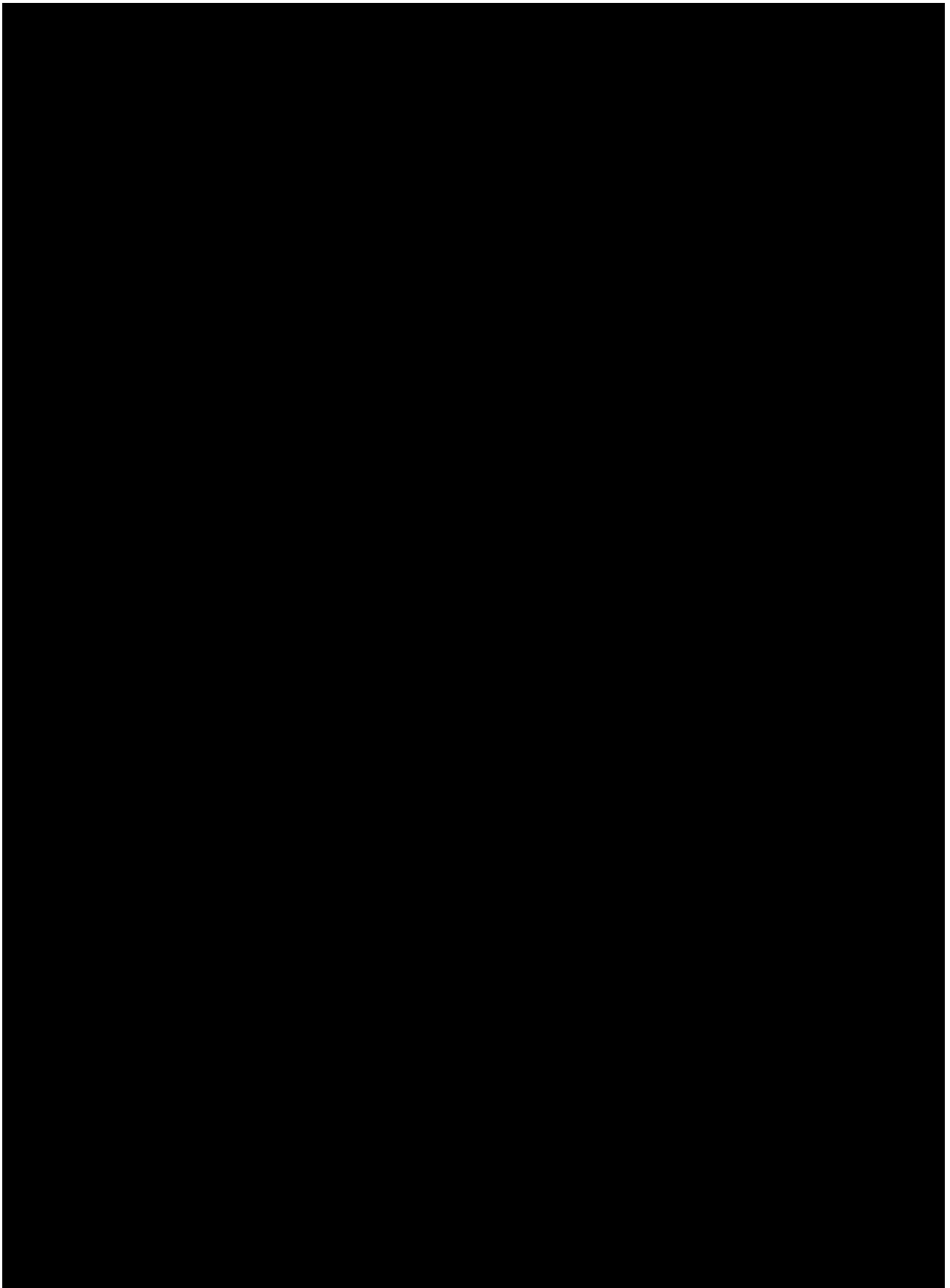


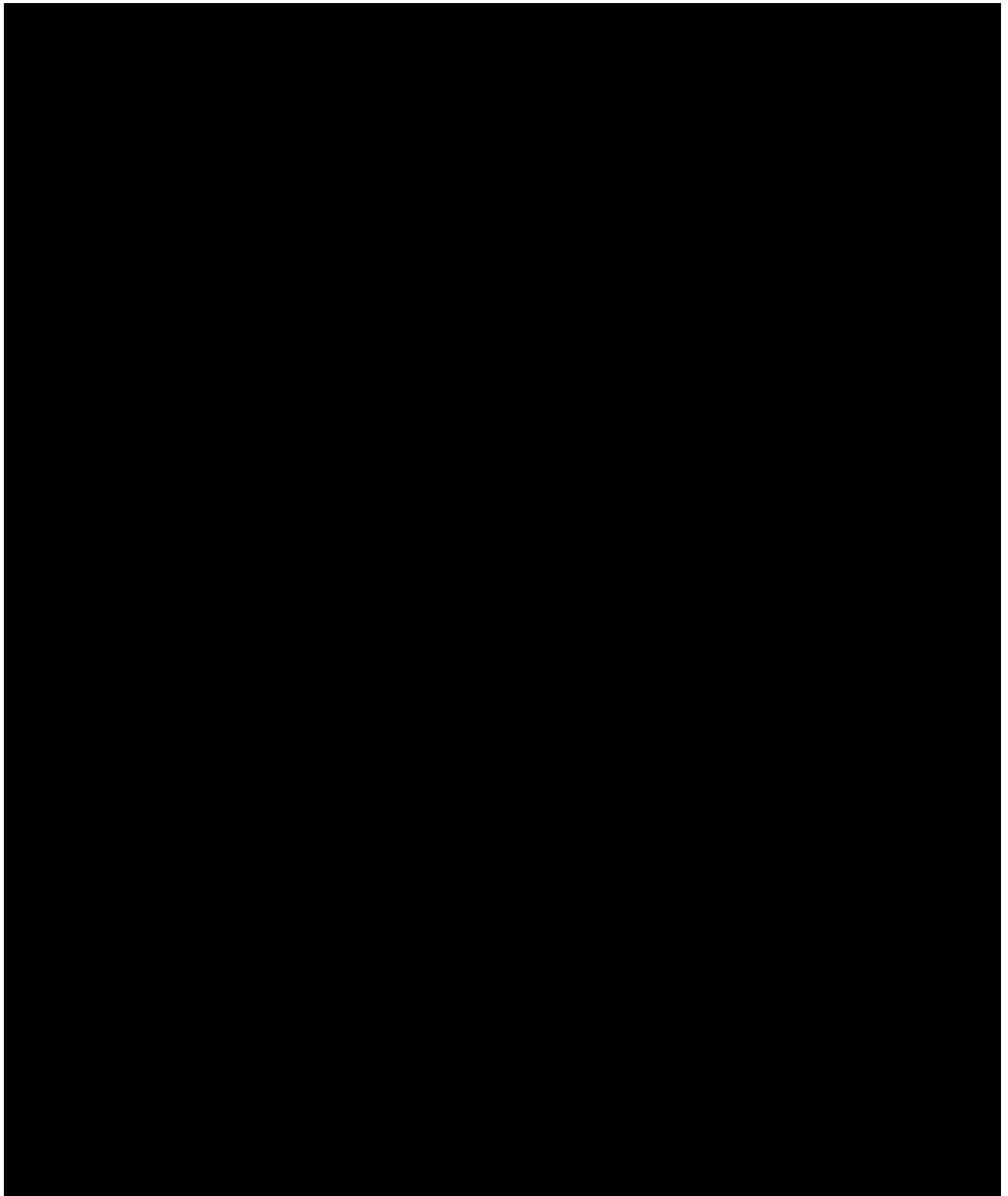


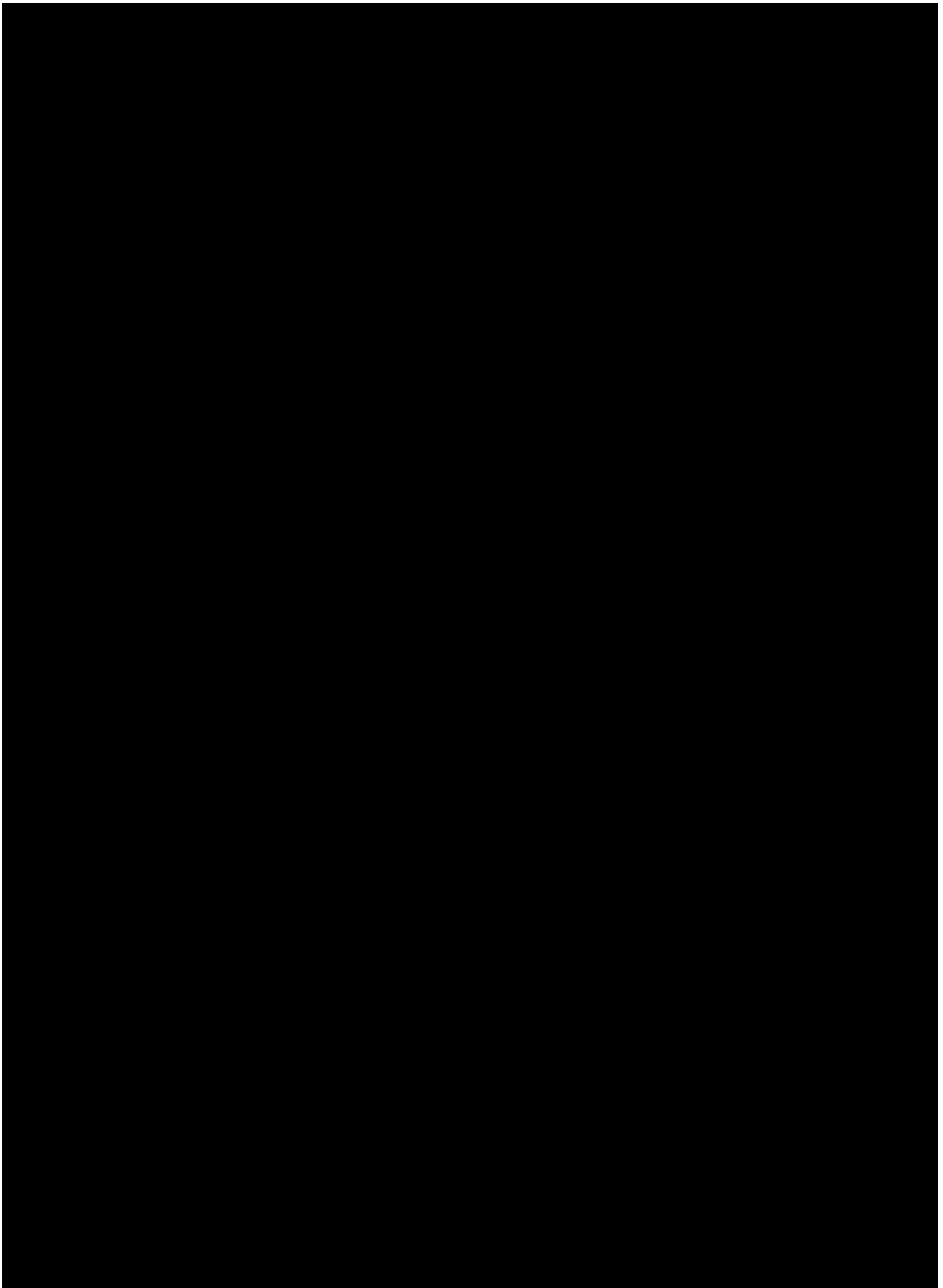


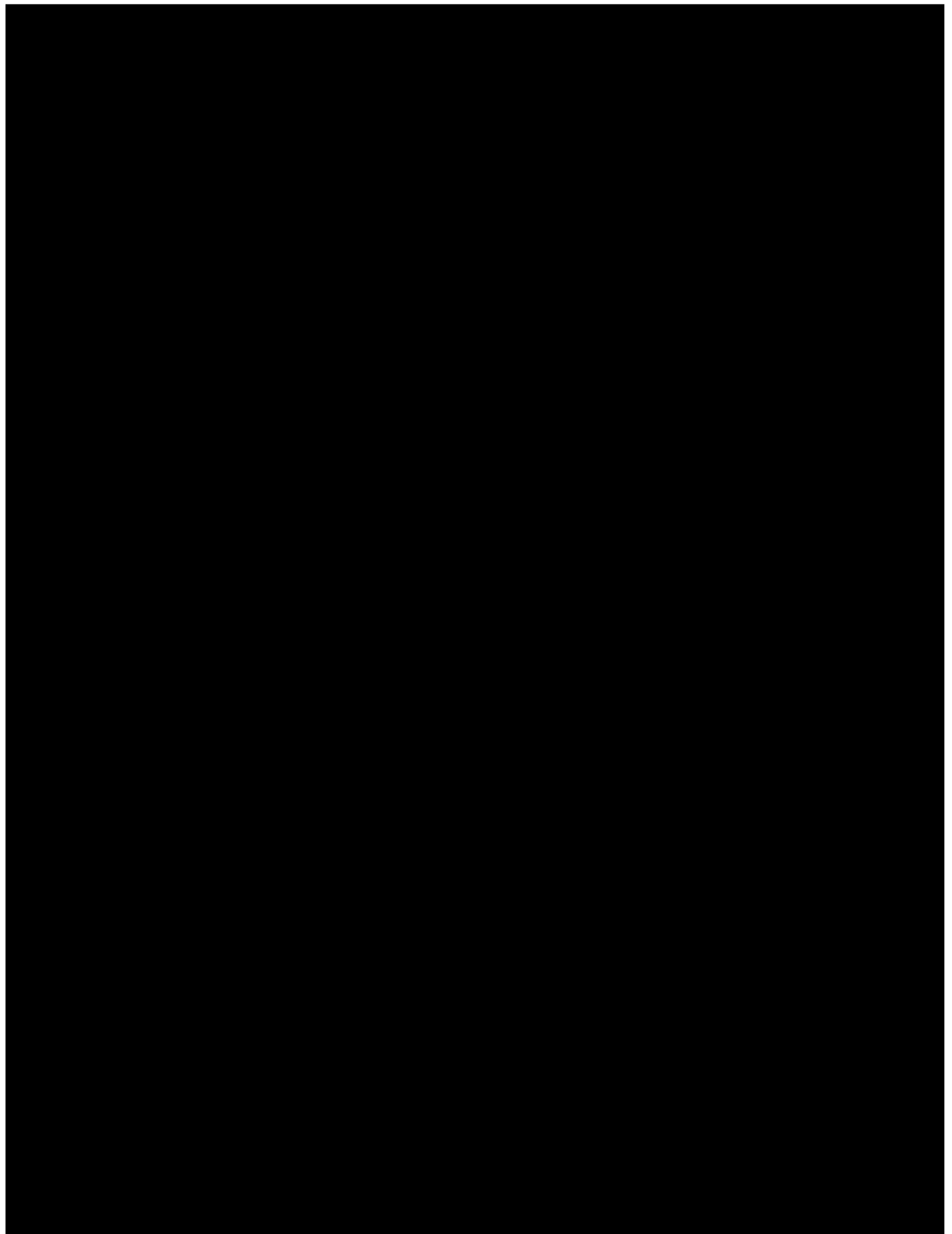


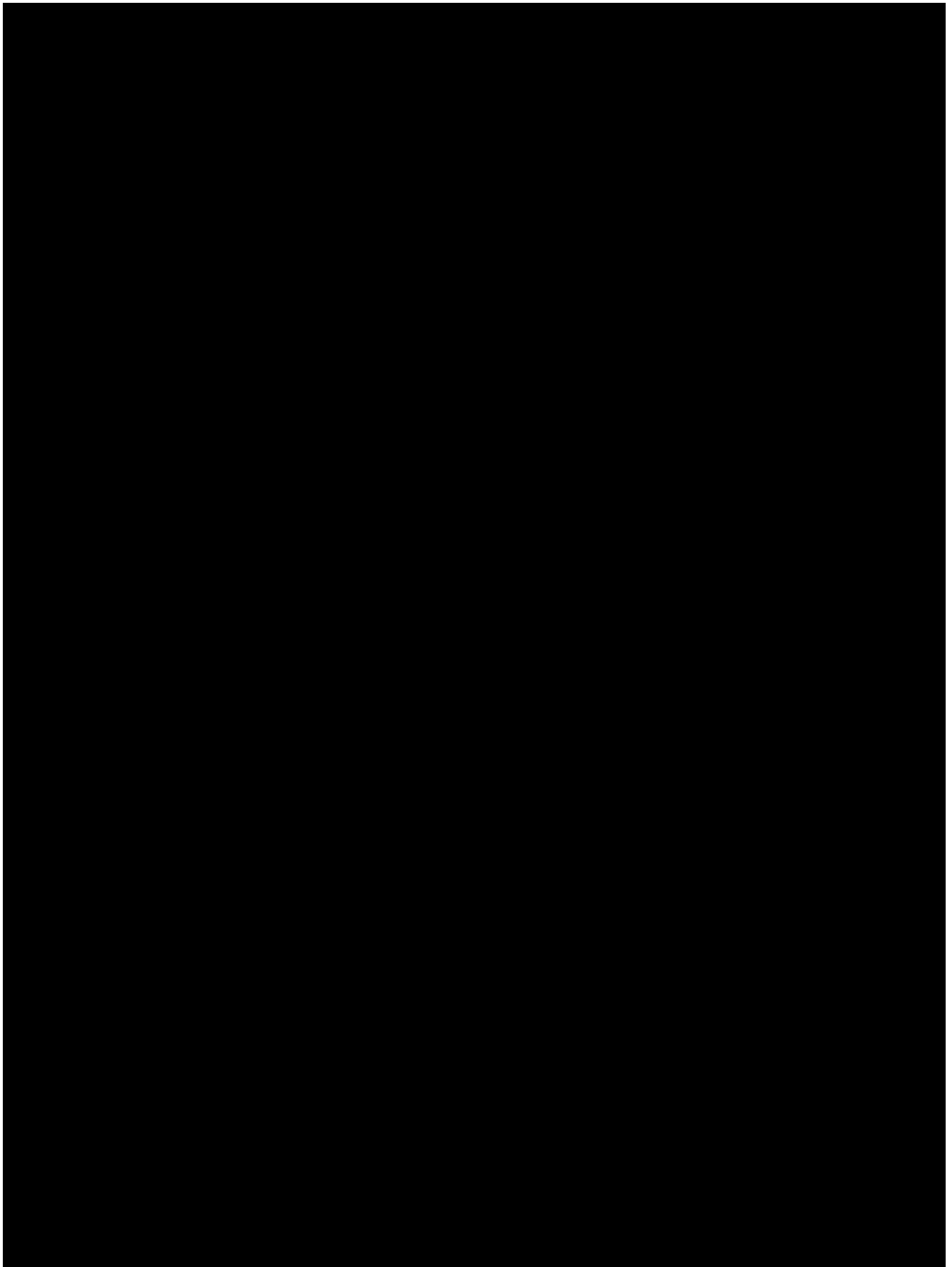


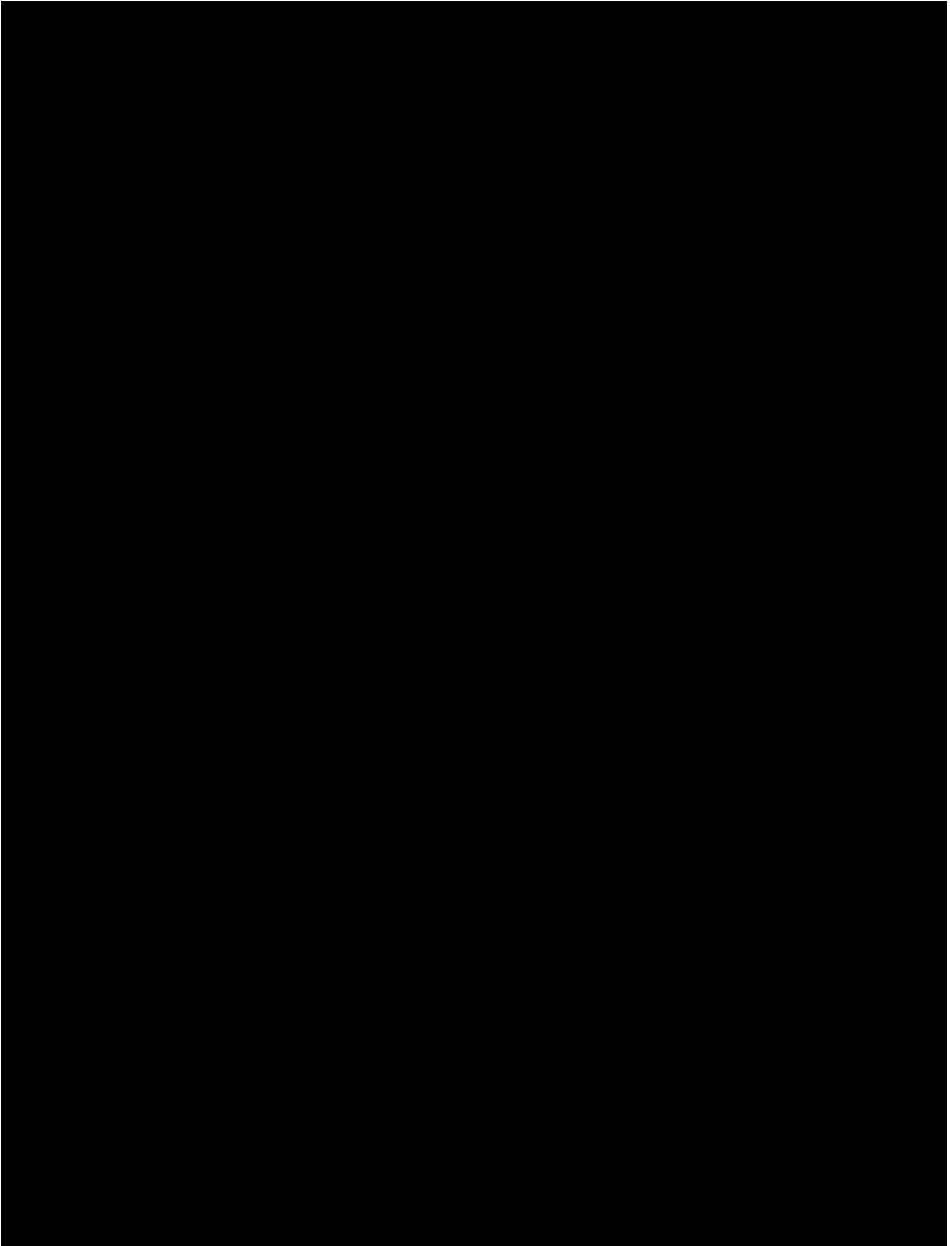












Attachment 4 – TURC3001 Pricing Schedule



