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

**Order Form**

ORDER REFERENCE: CCZZ23A21

THE BUYER: Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**.

THE SUPPLIER: Alma Economics Limited

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**.

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**.

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**.

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **1st September 2023**

It’s issued under the DPS Contract with the reference number CCZZ23A21 for the provision of Research Relating to MoD Single Living Accommodation.

DPS FILTER CATEGORY(IES):

* Impact evaluation
* Experimental / quasi-experimental impact evaluation
* Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)
* Process evaluation
* Value-for-money evaluation
* Evaluation scoping / evaluability assessment
* Feasibility study
* Scoping Review
* Trial design and implementation
* Behavioural insights research

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) CCZZ23A21
3. DPS Special Terms
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 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for **CCZZ23A21**
  + Order Schedule 5 (Pricing Details)
  + Order Schedule 7 (Key Supplier Staff)
  + Order Schedule 9 (Security)
  + Order Schedule 14 (Service Levels)
  + Order Schedule 17 (MOD Terms)
  + Order Schedule 18 (Background Checks)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) **CCZZ23A21**
3. Order Schedule 4 (Order Tender)

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:

Special Term 1

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

ORDER START DATE: **2nd October 2023**

ORDER EXPIRY DATE: **1st June 2025**

ORDER INITIAL PERIOD: **Twenty (20) months**

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 TEXT under FOIA Section 43 Commercial Interests**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payments will be BACS in arrears.

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

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

Senior Evaluation Adviser

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

BUYER’S SECURITY POLICY

Please refer to Order Schedule 9 (Security)

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

PROGRESS REPORT FREQUENCY

The Buyer and the Supplier will require a good working relationship to be developed throughout the project. This will involve regular contact between the Supplier and both the Buyer and primary partner via email correspondence and contract management meetings. Further details surrounding working arrangements will be discussed and agreed on contract award.

PROGRESS MEETING FREQUENCY

Quarterly contract management meetings. Project update meetings to be agreed between Supplier and primary partner.

KEY STAFF

Cabinet Office

**REDACTED TEXT under FOIA Section 40, Personal Information**

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**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Alma Economics Limited

**REDACTED TEXT under FOIA Section 40, Personal Information**

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KEY SUBCONTRACTOR

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

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: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: | 29 September 2023 | Date: | 2 October 2023 |