



## **Crown Commercial Service**

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### **Call-Off Order Form Schedule 6 for RM6126 Research and Insights DPS for the provision of Research Services**

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**Con\_22232**

**Intensive Supervision Courts (ISCs)**

## Framework Schedule 6 (Order Form and Call-Off Schedules)

### Order Form

#### Applicable Framework Contract

This Order Form is for the provision of the Deliverables and dated **5<sup>th</sup> June 2023**

It's issued under the DPS Contract with the reference number **RM6126 Research & Insights** for the provision of **Research Services**.

<b>CONTRACT REFERENCE:</b>	<b>Con_22232</b>
<b>THE BUYER:</b>	[REDACTED]
<b>BUYER ADDRESS:</b>	[REDACTED]
<b>THE CUSTOMER:</b>	Problem Solving Courts APP
<b>CUSTOMER ADDRESS:</b>	Ministry of Justice, 102 Petty France, London SW1H 9AJ
<b>THE SUPPLIER:</b>	CFE (Research & Consulting) Ltd trading as CFE Research,
<b>SUPPLIER ADDRESS:</b>	Phoenix Yard, 5-9 Upper Brown Street, Leicester, LE1 5TE
<b>COMPANY REGISTRATION NUMBER:</b>	3345012
<b>REGISTERED OFFICE ADDRESS</b>	Phoenix Yard, 5-9 Upper Brown Street, Leicester, LE1 5TE
<b>DUNS NUMBER:</b>	896795937
<b>SME Status (Micro, Small, Medium, Large)</b>	Small
<b>ORDER START DATE:</b>	<b>5<sup>th</sup> June 2023</b>
<b>ORDER EXPIRY DATE:</b>	<b>4<sup>th</sup> June 2025</b>
<b>ORDER INITIAL PERIOD:</b>	<b>2 years</b>
<b>ORDER EXTENSION PERIOD:</b>	<b>6 months</b>
<b>FINAL POSSIBLE EXPIRY DATE:</b>	<b>4<sup>th</sup> December 2025</b>
<b>DELIVERABLES:</b>	See details in Order Schedule 20 (Order Specification)

## **CALL-OFF ORDER INCORPORATED TERMS**

The following documents are incorporated into this Order Contract. Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form (DPS Schedule 6) including the Order Special Terms and Order Special Schedules.
2. DPS Schedule 7 (Order Procedure and Award Criteria)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - **Joint Schedules for RM6126 Research & Insights DPS**
    - Joint Schedule 1 (Definitions and Interpretation)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)
    - Joint-Schedule 6 (Key-Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - **Order Schedules for RM6126 Research & Insights DPS**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender) Supplier Proposal
    - 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 14 (Service Levels)
    - Order Schedule 20 (Order Specification)

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.

**[REDACTED]**

**The Intellectual Property Rights of all products and reporting from the contract will belong to MoJ.**

**Ownership of data and Intellectual Property from this project will be retained by the Authority and the Supplier will be required to provide assurance to the Authority that all data will be destroyed within a reasonable timeframe from completion of the project**

Order Schedule 14 (Service Levels)	
<b>Project management</b>	The supplier is expected to follow the project management plan which they set out in their bid. This includes meeting all agreements around correspondence with the authority and all deadlines imposed.
<b>Performance Monitoring</b>	The supplier will be expected to deliver the specification set out for this project and carry out the evaluation plan established at the outset of the project. Order schedule 14 contains further details on performance monitoring relating to the timing and quality of work delivered by the supplier.

REPORTING	
<b>PROGRESS REPORT FREQUENCY</b>	The supplier is expected to keep the authority up to date on progress. Particularly for situations which relate to the production of key documents required as per the specification, such as fieldwork materials and the final report.
<b>PROGRESS MEETING FREQUENCY</b>	As per the specification, 30-minute fortnightly progress updates and monthly updates to the project plan are expected. These meetings may be more frequent at the outset of the project and become less frequent as the project progresses, at the discretion of the authority.

PAYMENT METHOD	
All invoices must be sent, quoting a valid purchase order number (PO Number) 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.	

Ministry of Justice (including its various departments, agencies and arm's-length bodies) now uses the Basware Network to trade electronically with our suppliers.  
If you are not currently a supplier to the Ministry of Justice or your details are out of date, we will need to do a supplier set up.

To ensure that both the Ministry of Justice and our suppliers can maximise the benefits from using Basware, we will require you to register with Basware. Please see the attached Basware letter for further information.

**[REDACTED]**

There are 3 ways suppliers can submit invoices can be submitted to MoJ for payment:

<b>1. Paper/PDF</b>	invoices are posted/emailed to the shared service centre. On receipt, the invoice is scanned and loaded onto SOP using Optical Character Recognition (OCR) software.
<b>2. Electronic invoice file (Tech 11)</b>	invoices are emailed to the shared service centre in a specific text file format that SOP can read without the need of OCR software. Engagement is required with the supplier before invoices are accepted in this format.
<b>3. Basware</b>	invoices are submitted via the Basware supplier portal and are then transmitted electronically into SOP via XML. Suppliers must be onboarded to Basware before they submit invoices in this method.

**What you need to do**

Except for those submitted via Basware, all invoice should be sent directly to SSCL (see below)  
Suppliers providing electronic invoice files will be given a specific email for their invoices once onboarded.

**Invoice minimum requirements**

To enable successful processing, all invoices submitted to MoJ must clearly state the word 'invoice' and contain the following:

- a unique identification number (invoice number)
- your company name, address and contact information
- the name and address of the department/agency you're invoicing
- a clear description of what you're charging for

- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed
- a cost centre code (available from your MoJ business contact) or a valid purchase order (PO) number

If any of the above information is missing from your invoice, it will be returned to you.

#### **Invoices relating to a purchase order**

In addition to the minimum requirements above, invoices relating to a PO must not contain any lines for items which are not on the purchase order. If this occurs, your invoice will be returned to you.

Speak to the business contact on the purchase order if there are any additional items/services which you need to invoice for.

#### **Invoice submission by email**

All invoices submitted by email must meet the following criteria:

- Email size must not exceed 4mb
- 1 invoice per file attachment (PDF), multiple invoices can be attached as separate files
- Any supporting information, backing data etc. must be contained within the invoice PDF file

Failure to meet these criteria may result in not all your invoices being processed, or your invoice(s) being returned to you.

#### **CUSTOMER'S INVOICE ADDRESS:**

The email and postal address for PDF and paper invoices can be found here.

<https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement>

#### **AUTHORITY'S ENVIRONMENTAL POLICY**

Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: <https://www.gov.uk/guidance/ministry-of-justice-and-the-environment>

## AUTHORITY'S SECURITY POLICY

Cyber and Technical Security Guidance, 14 December 202, available online at: [Security Guidance \(justice.gov.uk\)](https://www.justice.gov.uk/security-guidance).

## AUTHORITY'S AUTHORISED REPRESENTATIVE

<b>Name:</b>	[REDACTED]
<b>Role:</b>	[REDACTED]
<b>Email:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

## AUTHORITIES KEY STAFF

Key Role	Key Staff (Name & email)	Contact Details
PSC Analyst	[REDACTED]	[REDACTED]
Offender Health Projects Analyst	[REDACTED]	[REDACTED]
Criminal Justice Analytical Priority Projects Lead	[REDACTED]	[REDACTED]
Head of Community Diversion Policy	[REDACTED]	[REDACTED]

## AUTHORITIES CONTRACT MANAGER

<b>Name:</b>	[REDACTED]
<b>Role:</b>	[REDACTED]
<b>Email:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

## SUPPLIER'S AUTHORISED REPRESENTATIVE

<b>Name:</b>	[REDACTED]
<b>Role:</b>	[REDACTED]
<b>Email:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

<b>SUPPLIER'S KEY STAFF – See DPS Order Schedule 7 - Key Supplier Staff</b>		
<b>Key Role</b>	<b>Key Staff (Name &amp; email)</b>	<b>Contact Details</b>
Project Director	[REDACTED]	[REDACTED]
Project Manager	[REDACTED]	[REDACTED]
Quantitative data preparation and analysis	[REDACTED]	[REDACTED]
Qualitative Research and Data Analysis	[REDACTED]	[REDACTED]

<b>SUPPLIER'S CONTRACT MANAGER</b>	
<b>Role:</b>	[REDACTED]
<b>Role:</b>	[REDACTED]
<b>Email:</b>	[REDACTED]
<b>Address:</b>	[REDACTED]

<b>KEY SUBCONTRACTOR(S) – See DPS Joint Schedule 6 - Key Subcontractors-v1.0 (IF APPLICABLE)</b>		
<b>Key Role</b>	<b>Key Staff (Name &amp; email)</b>	<b>Contact Details</b>
Director	[REDACTED]	[REDACTED]
Project manager and specialist researcher (qualitative lead)	[REDACTED]	[REDACTED]

Research Manager and specialist researcher (Courts and probation)	[REDACTED]	[REDACTED]
Research Fellow	[REDACTED]	[REDACTED]

INFORMATION	
<b>MAXIMUM LIABILITY</b>  The limitation of liability for this Order Contract is as below and not as is stated in Clause 11.2 of the Core Terms.	Each Party's total aggregate liability in each Contract Year under each Order Contract (whether in tort, contract or otherwise) is no more than one hundred and fifty percent (150%) of the Estimated Yearly Charges unless specified in the Order Form.
<b>CALL-OFF ORDER CHARGES</b>	[REDACTED]
<b>REIMBURSABLE EXPENSES</b>	Not permitted unless approved in advance by the Customer and in line with MoJ Policy.  [REDACTED]
<b>DPS FILTER CATEGORY(IES):</b>	Not applicable
<b>E-AUCTIONS</b>	Not applicable
<b>SERVICE CREDITS</b>	Not applicable
<b>ADDITIONAL INSURANCES</b>	Not applicable
<b>GUARANTEE</b>	Not applicable
<b>COMMERCIALLY SENSITIVE INFORMATION</b>	[REDACTED]

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 DPS Order Schedule 4 - Order Tender v1.0  [REDACTED]
<b>CONFIDENTIAL INFORMATION</b>

<b>JOINT SCHEDULES FOR RM6126 RESEARCH &amp; INSIGHTS DPS</b>	
DPS Schedule 7 (Order Procedure and Award Criteria)	[REDACTED]
DPS Joint Schedule 1 - Definitions v1.0	[REDACTED]
DPS Joint Schedule 2 (Variation Form)	[REDACTED]
DPS Joint Schedule 3 (Insurance Requirements)	[REDACTED]
DPS Joint Schedule 4 (Commercially Sensitive Information)	[REDACTED]
DPS Joint Schedule 5 (Corporate Social Responsibility)	[REDACTED]
DPS Joint-Schedule 6 (Key-Subcontractors)	[REDACTED]
DPS Joint Schedule 10 (Rectification Plan)	[REDACTED]
DPS Joint Schedule 11 (Processing Data)	[REDACTED]

<b>ORDER SCHEDULES FOR RM6126 RESEARCH &amp; INSIGHTS DPS</b>	
DPS Order Schedule 1 (Transparency Reports)	[REDACTED]

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

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DPS Order Schedule 2 (Staff Transfer)	[REDACTED]
DPS Order Schedule 3 (Continuous Improvement)	[REDACTED]
DPS Order Schedule 4 (Order Tender) - (Supplier Proposal)	[REDACTED]
DPS Order Schedule 5 (Pricing Details)	[REDACTED]
DPS Order Schedule 7 (Key Supplier Staff)	[REDACTED]
DPS Order Schedule 8 (Business Continuity and Disaster Recovery)	[REDACTED]
DPS Order Schedule 9 (Security)	[REDACTED]
DPS Order Schedule 10 (Exit Management)	[REDACTED]
DPS Order Schedule 14 - Service Levels v 1.1	[REDACTED]
DPS Order Schedule 20 - Specification v1.0	[REDACTED]

### Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

<b>For and on behalf of the Buyer: Ministry of Justice</b>	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]

<b>For and on behalf of the Supplier: CFE (Research &amp; Consulting) Ltd trading as CFE Research</b>	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]