

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

## Order Form

ORDER REFERENCE: **Project 25297 Campaign Research ECM\_11509**

THE BUYER: Department for Work and Pensions (DWP)  
BUYER ADDRESS Caxton House, Tothill Street, London, SW1H 9DA  
THE SUPPLIER: IPSOS  
SUPPLIER ADDRESS: 3 Thomas More Square London, E1W 1YW  
REGISTRATION NUMBER: REDACTED  
DUNS NUMBER: REDACTED  
DPS SUPPLIER REGISTRATION SERVICE ID: REDACTED

This Order Form is for the provision of the Call-Off Deliverables and dated 25<sup>th</sup> October 2023

It is issued under the Framework Contract with the reference number RM6126 for the provision of Campaign 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)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules: -
    - Joint Schedule 1 (Definitions)
    - Joint Schedule 2 (Variation Form)

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- 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)
- Joint Schedule 12 (Supply Chain Visibility)
  
- Order Schedules: -
  - 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 14 (Service Levels)
  - Order Schedule 15 (Order Contract Management)
  - Order Schedule 20 (Order Specification)
  
- 5. CCS Core Terms (DPS version) v1.0.3
  
- 6. Joint Schedule 5 (Corporate Social Responsibility)
  
- 7. [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

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: 30/10/2023

ORDER EXPIRY DATE: 29/10/2025

ORDER INITIAL PERIOD:

2 Years, with an option to extend up to 12 months, plus another option to extend up to a further 12 months (for a maximum 4 year period)

## 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

Call-Off contract – no volumes or values guaranteed - Maximum contract value **£3,000,000.00 for the initial 2-year period.** REDACTED

See further details in Order Schedule 5 (Pricing Details)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

## REIMBURSABLE EXPENSES

None

## PAYMENT METHOD

Electronic invoice containing purchase order number  
Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

## BUYER'S INVOICE ADDRESS:

Invoices must contain the purchase order number and submitted to SSCL by email to REDACTED Copy invoice to DWP Contract Manager (contact details to be supplied)

## BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

## SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

SUPPLIER'S CONTRACT MANAGER  
REDACTED

PROGRESS REPORT FREQUENCY  
On the first Working Day of each calendar month

**TBC**

PROGRESS MEETING FREQUENCY  
Quarterly on the first Working Day of each quarter

**TBC**

KEY STAFF

REDACTED

KEY SUBCONTRACTOR(S)

REDACTED

COMMERCIALLY SENSITIVE INFORMATION

REDACTED

SERVICE CREDITS  
Not applicable

ADDITIONAL INSURANCES  
Not applicable

GUARANTEE  
Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	REDACTED	Signature:	REDACTED
Name:			
Role:			
Date:			