

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **TRAS3079A**

THE BUYER: **Department for Transport (DfT)**

BUYER ADDRESS **Great Minster House, 33 Horseferry Road,
London, SW1P 4DR**

THE SUPPLIER: **BEHAVIOURAL INSIGHTS LTD**

SUPPLIER ADDRESS: **4 Matthew Parker Street**
London
SW1H 9NP

REGISTRATION NUMBER: **08567792**

DUNS NUMBER: **21-947-2759**

DPS SUPPLIER REGISTRATION SERVICE ID: **DPS153145**

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **20/09/2022**. It's issued under the DPS Contract with the reference number TRAS3079 Lot 1 for the provision of Behavioural Science Support Contract.

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) RM6126 Research & Insights DPS
3. DPS Special Terms. This will incorporate all of the DPS Special Terms into the Order Contract. This will need to be amended to specify which are included if it is anticipated that some will be excluded.
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6126 DPS reference number
 - 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 reference number
 - 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 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
 -
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) RM6126 DPS Contract reference number

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 START DATE: **20/09/2022**

ORDER EXPIRY DATE: **20/09/2026**

ORDER INITIAL PERIOD: **3 years with the option to extend by 1+ year (3+1-year term)**

DELIVERABLES

Under the terms of the contract, suppliers under lot 1 – Core Behavioural Science are expected to deliver the following types of requirements:

Defining and scoping behavioural challenges and opportunities. Including working with the Authority's staff (and other stakeholders when appropriate) to identify research aims and objectives to meet policy needs. Delivering and facilitating workshops with relevant teams and stakeholders. Identifying research methodologies which can meet these aims and objectives, while taking account of the constraints of policy design, data availability, budget, and timescales.

Diagnosing behavioural issues and considerations including identifying behavioural barriers and motivators. Methods could include but are not limited to: Behavioural appraisals of policy challenges and considerations using academic theory and behavioural frameworks (for example COM-B, EAST, Triandis' model, ISM).

Quantitative primary research: Developing appropriate sampling frames and undertaking surveys representative of the population of interest. Recruiting respondents, including vulnerable and hard to reach groups where required. Designing and testing questionnaires. Implementing surveys in a range of modes, including face-to-face surveys, telephone, online and location specific surveying. Providing ad-hoc surveys to specific requirements and providing access to quick turnaround methods, such as panels and omnibus surveys. Providing summary descriptive statistics and reporting statistical significance as well as more complex quantitative analysis such as regression and cluster analyses when required. **Qualitative primary research:** Identifying research designs appropriate to the research aims and objectives. Developing sampling frames, identifying and recruiting respondents, including vulnerable and hard to reach groups where required. Creating and testing topic guides and other research tools and prompts. Undertaking

rigorous qualitative research (including in-depth interviews, focus groups, observational studies both face-to-face and online) and applying qualitative analytical techniques appropriately to the material and research aims and objectives.

Secondary research and analysis which could include narrative literature reviews, rapid evidence assessments, systematic reviews and/or secondary analysis of existing datasets.

Formulating novel and innovative behaviourally informed solutions and interventions. Including co-creation with key stakeholders and working closely with the Authority's Behavioural Science team and or broader teams within DfT to develop tailored policy options and novel interventions drawing on relevant research and evidence.

Testing and trialling the effectiveness of behavioural interventions and policy options. Designing and assessing potential effectiveness of behavioural interventions using systematic, rigorous, evidence-based methodologies including online experiments, message testing, randomised controlled trials (RCTs), field experiments, user testing, focus groups, and deliberative research.

Capability building. Designing and delivering of bespoke behavioural science training, workshops, seminars, and "behavioural clinics" to upskill relevant teams and provide behavioural science advice on relevant policy challenges. Activities could also include the preparation of written guidance and toolkits.

Project management, Quality Assurance, Reporting and Accessibility

Standards. Project planning and management, including reporting of progress, to ensure that milestones, responsibilities and risks are clear to all parties. Ensuring quality of data collection and analysis within projects: details to be agreed on a per project basis, but may include facilitating peer review, project steering or stakeholder groups, establishing arrangements for multiple coding and inter-rater reliability checks, etc. Communicating research findings via reports of publishable quality, oral presentation in formal and non-formal contexts and production of summaries, slide packs or other written formats which are clear and accessible for a non-specialist audience. The target audiences will be agreed on a per project basis but are often likely to be policy professionals and/or the general public. All reporting of behavioural science findings to stakeholders must be done with care to ensure a non-technical audience is able to interpret results. Reports of publishable quality need to meet the rigorous accessibility standards as set out by the Government Digital Service, that could involve documents being converted into PDF formats. Accessibility templates will be provided by the Authority to ensure standards are met.

Further details of the requirement are provided as per the Attachment 3, Statement of Requirements (Annex 1).

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Your technical and commercial submission is attached at the end of this document (Annex 2 & 3).

The Contract term is for three (3) years, with the option to extend for one (1) additional year (3+1).

The maximum contract budget in its entirety £2,000,000.00 Excl. VAT including all extension options. As this is a call off agreement the Authority (DfT) reserves the right not to spend the entire budget and gives no guarantee of volumes of work nor spend.

In line with the Attachment 2(a) Lot 1 Core Behavioural Science, this agreement contains three (3) suppliers contract will be let via a framework call-off agreement and is demand led, subject to DfT need.

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms; The limited liability amount is no more than one hundred and twenty five percent (125%) of the Estimated Yearly Charges unless specified in the Order Form.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£125,000.00**. Estimated Charges in the first 12 months of the Contract. The estimated charges are subject to DfT need, therefore DfT not committing nor obligated to spend the specified amount.

ORDER CHARGES

As per your Attachment 4, Commercial Submission (see Commercially Sensitive Information).

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The Supplier(s) will be issued with a Purchase Order (PO) Number

BUYER'S INVOICE ADDRESS:

Shared Services Arvato

Accounts Payable

5 Sandringham Park

Swansea Vale

Swansea

SA7 0EA

SSa.invoice@dftssc.gsi.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
DfT Commercial Relationship Manager

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Great Minster House 33 Horseferry Road, London, SW1P 4DR

BUYERS CONTRACT MANAGER

[REDACTED]
Principal Behavioural Scientist

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Tel: [REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

BUYERS KEY STAFF

[REDACTED]
Research Officer

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Tel: [REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

[REDACTED]
Head of Behavioural Science, Social and Behavioural Research

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

Tel: [REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

BUYER'S ENVIRONMENTAL POLICY



DfT Corporate
Environmental Policy.c

BUYER'S SECURITY POLICY **NA**

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
General Counsel

[REDACTED] [@bi.team](mailto:[REDACTED]@bi.team)

Behavioural Insights Team, 4 Matthew Parker Street, London SW1H 9NP

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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Principal Advisor

██████████ @bi.team

Behavioural Insights Team, 4 Matthew Parker Street, London SW1H 9NP

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month. To note, the Department may change the frequency of the reports subject to the commissioned work.

PROGRESS MEETING FREQUENCY

It's anticipated that Quarterly or monthly meetings will be conducted on the first Working Day of each quarter/month. The frequency and date of the meetings will be agreed between the Department and Supplier

KEY STAFF

██████████

Principal Advisor

██████████ @bi.team

██████████

Principal Researcher

██████████ @trl.co.uk

██████████

Senior Advisor

██████████ @gmail.com

██████████

Senior Advisor

██████████ @bi.team

KEY SUBCONTRACTOR(S)

TRL Limited

E-AUCTIONS

NA

COMMERCIALLY SENSITIVE INFORMATION

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Staff Grade	Description				
Board Level /	Senior Directors, CEO and MD - overall accountability for organisation.				
Category A	Principal Advisors (e.g. Heads of Research / Heads of Policy / Heads				
Category B	Senior Advisors e.g. Senior Researcher, Senior Behavioural Scientist,				
Category C	Advisors (e.g. Researchers, Consultants). Typically, with two (2) to four				
Category D	Associate Advisors (Junior researchers, behavioural scientists)				
Category E [Insert Grade (e.g. Administrator)]	Research assistants / Project coordinators. Administrative or general junior personnel (e.g. those involved in ensuring the logistics of the tasks are undertaken)]				
Weighted Average Rate for Evaluation (calculated automatically)					

SERVICE CREDITS

NA

ADDITIONAL INSURANCES


NA

GUARANTEE

NA

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).

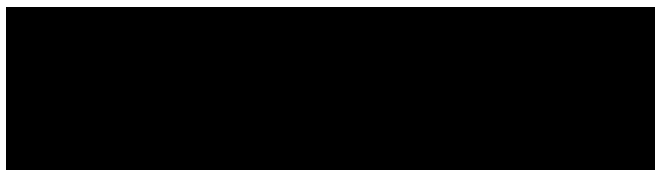
For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:	CONTRACT MANAGER	Role:	COMMERCIAL MANAGER
Date:	27/09/2022	Date:	20/09/2022

Annex 1 – Statement of Requirements

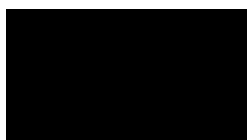


Attachment 3
Statement of Requirer

Annex 2 – Tenderers Technical Submission



Annex 3 – Attachment 4, Tenderers Commercial Submission



Annex 4 – RM6126 Research & Insight DPS Terms of Contract



RM6126-Core-Terms.
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Annex 5 – Schedules

Schedules can be found here:

<https://www.crowncommercial.gov.uk/agreements/RM6126> (Documents)