

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

## Order Form

ORDER REFERENCE: **DFERPPU 22-23/061 Proj\_7463**

THE BUYER: **Department of Education**

BUYER ADDRESS **Sanctuary Buildings, Great Smith Street,  
London, SW1P 3BT**

THE SUPPLIER: **IFF Research**

SUPPLIER ADDRESS: **5th Floor St Magnus House,  
3 Lower Thames St,  
London  
EC3R 6HD**

REGISTRATION NUMBER: **00849983**

DUNS NUMBER: **211574041**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 30<sup>th</sup> May 2023.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Supporting Families Spend Evaluation**

### DPS FILTER CATEGORY(IES):

**Local Government, Children's social care, Thematic analysis, Mixed method (qualitative and quantitative), Case studies, Co-creation / co-design, Cognitive interviewing / testing, Focus group discussions, Impact evaluation, Process evaluation, Feasibility study, Public sector employees, England**

## 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 CCS Research & Insights Marketplace DPS**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**
    - - Joint Schedule 1
      - Joint Schedule 2 (Variation Form)
      - Joint Schedule 3 (Insurance Requirements)
      - Joint Schedule 4 (Commercially Sensitive Information)
      - Joint Schedule 5 is covered in '6.' Below
      - 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 **DFERPPU 22-23/061**
      - Order Schedule 1 (Transparency Reports)
      - Order Schedule 2 (Staff Transfer)
      - Order Schedule 3 (Continuous Improvement)
      - Order Schedule 4 is covered in '7.' Below
      - 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 15 (Order Contract Management)
      - Order Schedule 18 (Background Checks)
      - Order Schedule 20 (Order Specification)

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### 5. CCS Core Terms (DPS version) v1.0.3



RM6126 DPS Core Terms v1.0.pdf

### 6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**



DPS Joint Schedule 5 - Corporate Social Responsibility v1.0.pdf

### 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:

Special Term 1. Safeguarding Children and Vulnerable Adults

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services and ICT Contracts

ORDER START DATE: **30<sup>th</sup> May 2023**

ORDER EXPIRY DATE: **31 March 2025**

ORDER INITIAL PERIOD: **1 year 10 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

██████████

## ORDER CHARGES

Total contract expenditure shall not exceed **£278,428** exclusive of VAT

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

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The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Payment via completion of work against milestones included within the contract.

Via BACS upon submission of valid invoice.

A valid invoice must include the correct Purchase Order, which will be set up once the order form is signed.

### BUYER'S INVOICE ADDRESS:

[REDACTED]

Finance and Budget Manager

[AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk)

Department for Education, Sanctuary Buildings, Great Smith Street,  
London SW1P 3BT

**Invoices must be submitted in pdf format**, state the Purchase Order number (provided separately to this form), and sent via email to

[AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk)

### BUYER'S AUTHORISED REPRESENTATIVE

REDACTED

Senior Researcher

[REDACTED]

Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

### BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at: <https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy>

### BUYER'S SECURITY POLICY

Department for Education Personal Information Charter, available online at:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#contents>

### SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED

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Director

[REDACTED]

5<sup>th</sup> Floor, St. Magnus House, 3 Lower Thames Street, London, EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Senior Research Manager

[REDACTED]

5<sup>th</sup> Floor, St. Magnus House, 3 Lower Thames Street, London, EC3R 6HD

### PROGRESS REPORT FREQUENCY

**The supplier must provide written updates on a weekly basis and sent to the Department for Education before each progress meeting. Frequency of other written updates will be agreed by the parties where necessary.**

### PROGRESS MEETING FREQUENCY

**Weekly during set up and fieldwork. Dates to be agreed by the parties. Frequency may reduce during less work intensive periods. Written minutes (bullet points) and actions to be provided by the supplier.**

### KEY STAFF

[REDACTED]

### KEY SUBCONTRACTOR(S)

[REDACTED]

### E-AUCTIONS

Not applicable

### COMMERCIALLY SENSITIVE INFORMATION

[REDACTED]

### SERVICE CREDITS

Not applicable

### ADDITIONAL INSURANCES

Not applicable

### GUARANTEE

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

### 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)

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	30 <sup>th</sup> May 2023	Date:	31 <sup>st</sup> May 2023