

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

## Order Form

ORDER REFERENCE: **C23306**

THE BUYER: **The Home Office**

BUYER ADDRESS 2 Marsham Street, London SW1P 4DF

THE SUPPLIER: Institute for Employment Studies

SUPPLIER ADDRESS: City Gate, 185 Dyke Road, Brighton, BN1 1TL

REGISTRATION NUMBER: 931547

DUNS NUMBER: 

DPS SUPPLIER REGISTRATION SERVICE ID: Unknown

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 25<sup>th</sup> November 2022.

It's issued under the DPS Contract with the reference number RM6126 for the provision of research and insights services.

DPS FILTER CATEGORY(IES):  
**Employment, Self-employment, Digital design, delivery and implementation, Digital markets and platforms, IT, Quantitative, Private sector employees, Public sector employees, Self-employed, England, Wales, Scotland, Northern Ireland**

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### 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
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 **C23306**
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
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: 2<sup>nd</sup> January 2023

ORDER EXPIRY DATE: 26<sup>th</sup> May 2023

ORDER INITIAL PERIOD: 0 Years, 5 Months

### DELIVERABLES

<b>Project inception and project management</b>
<b>Quantitative research</b>

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<b>Qualitative research</b>
<b>Report writing and presentation of findings</b>

**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 **£34,750**

**ORDER CHARGES**

£34,750

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS

**BUYER'S INVOICE ADDRESS:**

Home Office Shared Service Centre  
HO Box 5015  
Newport, Gwent  
NP20 9BB  
United Kingdom  
Tel: 08450 100125  
Fax: 01633 581514  
Email: HOSupplierInvoices@homeoffice.gov.uk

**BUYER'S AUTHORISED REPRESENTATIVE**

██████████  
Deputy Chief of Staff to Rob Thompson, Chief Technology Officer  
Digital, Data and Technology  
Mobile: ██████████

**BUYER'S SECURITY POLICY**

**<https://www.gov.uk/government/publications/security-policy-framework> and  
the **Government Security Classification policy:**  
**[https://www.gov.uk/government/publications/government-security-  
classifications](https://www.gov.uk/government/publications/government-security-classifications)****

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

[REDACTED]

[REDACTED]employment-studies.co.uk

City Gate, 185 Dyke Road, Brighton, BN1 1TL

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

[REDACTED]

[REDACTED]employment-studies.co.uk

City Gate, 185 Dyke Road, Brighton, BN1 1TL

PROGRESS REPORT FREQUENCY

**Monthly:** On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

**Quarterly:** On the first Working Day of each quarter

KEY STAFF

Not applicable

KEY SUBCONTRACTOR(S)

**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

Not applicable

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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:	Research Economist (Fellow)	Role:	Associate Commercial Specialist
Date:	25/11/22	Date:	25.11.2022