**Order Form**

ORDER REFERENCE: CCZZ23A28

THE BUYER: Cabinet Office (in their capacity as the sponsor department for the Covid-19 Public Inquiry)

BUYER ADDRESS: Cabinet Office

70 Whitehall,

London

SW1A 2AS

United Kingdom

THE SUPPLIER: Kantar Public UK Limited

SUPPLIER ADDRESS:4 Millbank,

London,

SW1P 3JA

REGISTRATION NUMBER:14041889

DUNS NUMBER: 228847990

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 1st December 2023.

It’s issued under the DPS Contract with the reference number RM6126 (Research & Insights) for the provision of ‘UK Covid-19 Inquiry Research: Children and Young People’s Voices’.

DPS FILTER CATEGORY(IES):

DPS Category reference 44329

DPS Filters used:

* Data Collection (general):
  + Qualitative;
* Target participants > Education, training and employment:
  + School-age children / young people;
  + Students (further education);
  + Students (higher education);
* Target participants > specialist groups:
  + Hidden / hard to reach / socially excluded / vulnerable populations;
* Location:
  + England;
  + Northern Ireland;
  + Scotland;
  + Wales.

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
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6126 Research & Insights DPS
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
  + Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules for CCZZ23A28
  + 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 16 (Benchmarking)
  + Order Schedule 18 (Background Checks)
  + Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research & Insights DPS
3. 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: Wednesday 6th December 2023

ORDER EXPIRY DATE: Tuesday 5th August 2025

ORDER INITIAL PERIOD: One (1) year and eight (8) months

DELIVERABLES

See details in Order Schedule 20

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£1,430,000.00

ORDER CHARGES

See details in Order Schedule 5 – Pricing Details.

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
* Benchmarking using Order Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

PO number / Invoice via Bacs

BUYER’S INVOICE ADDRESS:

**Redacted - under FOIA section 43, Commercial Interests**

BUYER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

Cabinet Office environmental policy statement, Updated 7 June 2022, available online at: <https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement>

BUYER’S SECURITY POLICY

Appended at Order Schedule 9

SUPPLIER’S AUTHORISED REPRESENTATIVE

**Redacted under FOIA section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**Redacted under FOIA section 40, Personal Information**

PROGRESS REPORT FREQUENCY

Weekly (provisionally on every Monday)

PROGRESS MEETING FREQUENCY

Monthly (provisionally on the first Monday of each month)

KEY STAFF

All at 4 Millbank, London SW1P 3JA:

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

**Redacted under FOIA section 40, Personal Information**

KEY SUBCONTRACTORS

**1) Acumen Field Limited**

Bank House

147 Buxton Road

Stockport

SK2 6EQ

**Redacted under FOIA section 40, Personal Information**

Recruitment of research study participants

**2) Roots Research**

50 Grand Parade

Brighton

East Sussex

BN2 9QA

**Redacted under FOIA section 40, Personal Information**

Recruitment of research study participants

**3) White Transcription Services Limited**

7 Crown Road Tickhill

Doncaster. South Yorks DN11 9PA

**Redacted under FOIA section 40, Personal Information**

Secure interview transcription services

**4) Livity**

The Manufactory

196 Tottenham Court Road

London W1T 7LQ

Youth engagement specialist expert guidance on design of research materials and creative outputs

**5) The MIx**

209-211 City Road, London,

EC1V 1JN

**Redacted under FOIA section 40, Personal Information**

Emotional support provider

**6) The Exchange**

Therapeutic Counselling Services Ltd

Suite 5, Grove House

1 Kilmartin Place

Uddingston

G71 5PH

**Redacted under FOIA section 40, Personal Information**

Emotional support provider

**7) Heads Up CIO**

Mather Avenue

Prestwich

Manchester

M25 0LA

**Redacted under FOIA section 40, Personal Information**

Trauma informed training

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Tender documents – Technical and Commercial Bids

SERVICE CREDITS

Service Credits will accrue in accordance with Order Schedule 14 (Service Levels).

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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: | **Redacted under FOIA section 40, Personal Information** | Signature: | **Redacted under FOIA section 40, Personal Information** |
| Name: | **Redacted under FOIA section 40, Personal Information** | Name: | **Redacted under FOIA section 40, Personal Information** |
| Role: | **Redacted - under FOIA section 43, Commercial Interests** | Role: | **Redacted - under FOIA section 43, Commercial Interests** |
| Date: | 1/12/2023 | Date: | 4/12/2023 |