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

**Order Form**

ORDER REFERENCE: **23-24/014**

THE BUYER: **Department for Education**

BUYER ADDRESS **Sanctuary Buildings, Great Smith Street, London, England, United Kingdom**

THE SUPPLIER: **IFF Research**

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

REGISTRATION NUMBER: REDACTED

DUNS NUMBER: REDACTED

DPS SUPPLIER REGISTRATION SERVICE ID: **REDACTED**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 12 March 2024.

It’s issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of the Childcare Entitlements Expansion – Process Evaluation.

DPS FILTER CATEGORY(IES):

Early Years; Process Evaluation

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**

REDACTED

1. DPS Special Terms



1. The following Schedules in equal order of precedence:

* Joint Schedules for **23-24/014**
  + [Joint Schedule 1 is covered in ‘2.’ above, and *must* be included]
  + Joint Schedule 2 (Variation Form)

REDACTED

* + Joint Schedule 3 (Insurance Requirements)

REDACTED

* + Joint Schedule 4 (Commercially Sensitive Information)
  + REDACTED

The supplier's bid, and all it's contents is deemed as being Commercially Sensitive so has not been included.

* + [Joint Schedule 5 is covered in ‘6.’ Below, and *must* be included]

REDACTED

* + [Joint Schedule 6 (Key Subcontractors)

REDACTED

* + [Joint Schedule 7 (Financial Difficulties)

REDACTED

* + Joint Schedule 10 (Rectification Plan)

REDACTED

* + Joint Schedule 11 (Processing Data)

REDACTED

* Order Schedules for **23-24/014**
  + Order Schedule 1 (Transparency Reports)

REDACTED

* + Order Schedule 2 (Staff Transfer)

REDACTED

* + Order Schedule 3 (Continuous Improvement)

REDACTED

* + [Order Schedule 4 is covered in ‘7.’ Below, and should be included]

REDACTED

* + [Order Schedule 5 (Pricing Details)

REDACTED

* + [Order Schedule 7 (Key Supplier Staff)

REDACTED

* + [Order Schedule 8 (Business Continuity and Disaster Recovery)]

REDACTED

* + [Order Schedule 9 (Security)

REDACTED

* + [Order Schedule 10 (Exit Management)

REDACTED

* + [Order Schedule 15 (Order Contract Management)

REDACTED

* + [Order Schedule 18 (Background Checks)

REDACTED

* + [Order Schedule 20 (Order Specification)

REDACTED

1. CCS Core Terms (DPS version) v1.0.3



1. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**
2. [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

Special Term 4. Indexation

ORDER START DATE: **18 March 2024**

ORDER EXPIRY DATE: **30 July 2026**

ORDER INITIAL PERIOD:

**2 Years, 4 Months.** With the option to extend subject to internal approvals.

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

Total project expenditure should not exceed [£305,000] exclusive of VAT.

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment by completion of work against milestones included within this contract.

BUYER’S INVOICE ADDRESS:

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:Accounts.PayableOCR@education.gov.uk)

BUYER’S AUTHORISED REPRESENTATIVE

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

SUPPLIER’S CONTRACT MANAGER

REDACTED

PROGRESS REPORT FREQUENCY

Weekly.

PROGRESS MEETING FREQUENCY

Weekly.

KEY STAFF

REDACTED

Department for Education, Sanctuary Buildings, Great Smith Street,

London SW1P 3BT

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

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: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |