

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE:	Communications call-off qualitative research 2024
THE BUYER:	The Department for Education
BUYER ADDRESS	Sanctuary Buildings, Great Smith Street, London, England, United Kingdom
THE SUPPLIER:	CM Monitor (Britain Thinks) Ltd t/a Thinks Insight & Strategy
SUPPLIER ADDRESS:	Morval, Looe, Cornwall, PL13 1PN
REGISTRATION NUMBER:	07291125
DUNS NUMBER:	21-677-9966

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 23rd April 2024.

It's issued under the DPS Contract with the reference number **Research & Insights RM6126** for the provision of a 4-year call-off market research contract for qualitative research.

DPS FILTER CATEGORY(IES):
Filter selection: Qualitative

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) Research & Insights RM6126.
3. DPS Special Terms.
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **Research & Insights RM6126**
 - 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)
 - Order Schedules for **Research & Insights RM6126**
 - 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 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **Research & Insights 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:

1. Due to the nature of some research projects, the Department may at its discretion request for DBS checks (and other relevant checks) to be undertaken on any supplier project member who will work with children and/or vulnerable adults.

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ORDER START DATE: 1st April 2024

ORDER EXPIRY DATE: 31st March 2028

ORDER INITIAL PERIOD: 4 Years

ORDER EXTENSION: Not applicable.

DELIVERABLES

Option B: 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 £1,125,000

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

Invoices will be approved for payment by the buyer's contract manager. Approval will be subject to Schedule 5 (Pricing Details) and Schedule 13 (Implementation Plan). All invoices must be sent, quoting a valid purchase order number (PO Number), to the following financial inbox as well as to the relevant Buyer contact/s (i.e. Contract Manager and Project Manager):

accountspayable.OCR@education.gov.uk

Within 30 days of this order Contract, the Buyer will send the Supplier a unique PO Number. The Supplier must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name) of the Buyer contact (i.e. Contract Manager). Non-compliant invoices will be sent back to the Supplier, which may lead to a delay in payment.

To request a statement, please email accountspayable.BC@education.gov.uk

BUYER'S INVOICE ADDRESS:

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accounts payable.OCR@education.gov.uk

Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S CONTRACT MANAGERS

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S SECURITY POLICY

Included within Order Schedule 9 (Security), annex a – departmental security clauses.

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month (unless otherwise agreed between the buyer and supplier).

PROGRESS MEETING FREQUENCY

On the first Working Day of each 6-month period (unless otherwise agreed between the buyer and supplier).

SUPPLIER'S KEY STAFF

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

KEY SUBCONTRACTOR(S)

None.

E-AUCTIONS

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

Held within joint Schedule 4 (Commercially Sensitive Information)

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).

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<div></div>	Signature:	<div></div>
Name:	<div></div>	Name:	<div></div>
Role:	<div></div>	Role:	<div></div>
Date:	<div></div>	Date:	<div></div>