**Order Form Template and Order Schedules**

**Order Form**

ORDER REFERENCE: CCZZ24A18

THE BUYER: Cabinet Office

BUYER ADDRESS 1 Horse Guards Road, London, SW1A 2HQ

THE SUPPLIER: The PSC

SUPPLIER ADDRESS:45 Pall Mall, London, SW1Y 5JG

REGISTRATION NUMBER:05671510

DUNS NUMBER: 348733176

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 19/02/2025.

It’s issued under the DPS Contract with the reference number RM6126 for the provision of socio-legal research into equal pay and combined discrimination.

DPS FILTER CATEGORY(IES):

Category number:56067

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.
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
* Joint Schedules for CCZZ24A18 (RM6126)
	+ Joint Schedule 1 (Definitions)
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 5 (Corporate Social Responsibility)
	+ Joint Schedule 6 (Key Subcontractors)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
	+ Joint Schedule 12 (Supply Chain Visibility)
* Order Schedules for CCZZ24A18 (RM6126)
	+ Order Schedule 1 (Transparency Reports)
	+ Order Schedule 2 (Staff Transfer)
	+ Order Schedule 3 (Continuous Improvement)
	+ Order Schedule 4 (Order Tender)
	+ Order Schedule 5 (Pricing Details)
	+ Order Schedule 7 (Key Supplier Staff)
	+ Order Schedule 10 (Exit Management) (paragraphs 2.1; 2.2.1; 2.2; 2.3.1; 2.4; and 4.1 only apply if requested by the Buyer)
	+ Order Schedule 14 (Service Levels)
	+ Order Schedule 15 (Order Contract Management)
	+ Order Schedule 16 (Security)
	+ 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
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:

RM6126 DPS Order Schedule 9 (Security) will be replaced by Order Schedule 16 - (Security).

ORDER START DATE: 24/02/2025

ORDER EXPIRY DATE: 30/06/2025

ORDER INITIAL PERIOD: Five (5) 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 £30,374.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details).

REIMBURSABLE EXPENSES

None.

PAYMENT METHOD

The payment method for this contract is BACS.

The Buyer will pay the Supplier within 30 days of receipt of a valid undisputed invoice.

All electronic invoices must be sent, quoting a valid Purchase Order (PO) Number.

You 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 and telephone number) of your Buyer contact (i.e., Contract Manager).

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 43 Commercial Interests**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40 Personal Information**

BUYER’S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>.

BUYER’S SECURITY POLICY

See Order Schedule 16 (Security).

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40 Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40 Personal Information**

PROGRESS REPORT FREQUENCY

Weekly progress updates - to update on progress towards milestones and management of risks arising.

### Fieldwork updates (frequency to be agreed) – to outline response rates and progress towards targets.

PROGRESS MEETING FREQUENCY

Monthly contract review updates - to review adherence to objectives and milestones, and consider any course correction required.

KEY STAFF

**REDACTED TEXT under FOIA Section 40 Personal Information**

KEY SUBCONTRACTOR(S)

Key subcontractor 1: **REDACTED TEXT under FOIA Section 40 Personal Information**

E-AUCTIONS

Not applicable.

COMMERCIALLY SENSITIVE INFORMATION

Tender documents – Technical and Commercial Bids.

Details in Joint Schedule 4 (Commercially Sensitive Information).

SERVICE CREDITS

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

ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements).

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 TEXT under FOIA Section 40 Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40 Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40 Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40 Personal Information** |
| Role: | Associate Partner | Role: | Commercial Lead |
| Date: | 19/02/2025 | Date: | 19/02/2025 |