

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

## Order Form

ORDER REFERENCE: con\_20819

THE BUYER: The Department for Education

BUYER ADDRESS Sanctuary Buildings, Great Smith Street,  
London, England, United Kingdom, SW1P 3BT

THE SUPPLIER: Ipsos (Market Research) Ltd

SUPPLIER ADDRESS: 3 Thomas More Square, London, England, E1W  
1YW

REGISTRATION NUMBER: 00948470

DUNS NUMBER: 22-725-7185

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-ABE7ZEU

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 19/05/2023.  
It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **National Careers Service Quality Assurance and Continuous Improvement programme**

DPS FILTER CATEGORY(IES):  
**Careers, advice and guidance**

### 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**



DPS Joint Schedule 1  
- Definitions v1.0.pdf

3. **DPS Special Terms**

4. The following Schedules in equal order of precedence:

- **Joint Schedules for RM6126**

- **Joint Schedule 2 (Variation Form)**



DPS Joint Schedule 2  
- Variation Form v.1.0

- **Joint Schedule 3 (Insurance Requirements)**



DPS Joint Schedule 3  
- Insurance Requirem

- **Joint Schedule 4 (Commercially Sensitive Information)**



DPS Joint Schedule 4  
- Commercially Sensit

- **Joint Schedule 5 is covered in '6.'**

- **Joint Schedule 6 (Key Subcontractors)**



DPS Joint Schedule 6  
- Key Subcontractors



Subcontractor  
details.docx

- **Joint Schedule 7 (Financial Difficulties)**



DPS Joint Schedule 7  
- Financial Difficulties

- **Joint Schedule 10 (Rectification Plan)**



DPS Joint Schedule  
10 - Rectification Plar

- **Joint Schedule 11 (Processing Data)**



Joint Schedule 11 -  
Processing Data.docx



002-Ipsos\_UK\_-\_GDP  
R\_Compliance\_Respo

- **Joint Schedule 12 (Supply Chain Visibility)**



DPS Joint Schedule  
12 - Supply Chain Visi

- **Order Schedules for con\_20819**

- **Order Schedule 1 (Transparency Reports)**

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

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DPS Order Schedule  
1 - Transparency Rep

- Order Schedule 2 (Staff Transfer)



Order Schedule 2 -  
Staff Transfer v1.1.doc

- Order Schedule 3 (Continuous Improvement)



DPS Order Schedule  
3 - Continuous Impro

- Order Schedule 4 (Order Tender)



DPS Order Schedule  
4 - Order Tender v1.0.

- Order Schedule 5 (Pricing Details)



Order Schedule 5 -  
Pricing Details v1.0.dc

- [Order Schedule 7 (Key Supplier Staff)



DPS Order Schedule  
7 - Key Supplier Staff.

- Order Schedule 8 (Business Continuity and Disaster Recovery)



DPS Order Schedule  
8 - Business Continuit

- Order Schedule 9 (Security)



DPS Order Schedule  
9 - Security v1.1.docx



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lier\_Security\_Questior

- Order Schedule 10 (Exit Management)



DPS Order Schedule  
10 - Exit Managemen

- Order Schedule 14 (Performance Monitoring)



DPS Order Schedule  
14 - Performance Mo

- Order Schedule 15 (Order Contract Management)



Order Schedule 15 -  
Order Contract Mana

- Order Schedule 16 (Benchmarking)



DPS Order Schedule  
16 - Benchmarking v1

- Order Schedule 18 (Background Checks)



DPS Order Schedule  
18 - Background Cher

- Order Schedule 20 (Order Specification)



DPS Order Schedule  
20 - Specification v1.0

## 5. CCS Core Terms (DPS version) v1.0.3



RM6126 DPS Core  
Terms v1.0.pdf

## 6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**



DPS Joint Schedule 5  
- Corporate Social Re:

- 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:

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 Terms -  
Research.docx

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

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ORDER START DATE: **01 July 2023**

ORDER EXPIRY DATE: **30 September 2025**

ORDER INITIAL PERIOD: **2 Years, 3 Months**

### DELIVERABLES

See details in Order Schedule 20 (Order Specification) and Order Schedule 14 for the Key Performance Indicators

### 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 **£545,826.00**

### ORDER CHARGES

Total contract expenditure shall not exceed **£1,228,110.00** exclusive of VAT

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)]

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]
- [Specific Change in Law]
- [Benchmarking using Order Schedule 16 (Benchmarking)]

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Via BACS upon submission of valid invoices. Once validated, payment will be made (in arrears) after successful completion of quarterly activities as specified in Order Schedule 20.

### 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:AccountsPayable.OCR@education.gov.uk)

## BUYER'S AUTHORISED REPRESENTATIVE

Redacted

## BUYER'S ENVIRONMENTAL POLICY



CT196 -  
Environmental Policy

## BUYER'S SECURITY POLICY

See details in Special Term 3 of the Order Special Terms

## SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

## SUPPLIER'S CONTRACT MANAGER

Redacted

## PROGRESS MEETING/ REPORTING FREQUENCY

On the third Thursday of each calendar month. Date and duration to be agreed by the Parties no later than one month prior to each respective monthly meeting.

## KEY STAFF

See details in Order Schedule 7 (Key Supplier Staff)

## KEY SUBCONTRACTOR(S)

SQW Ltd  
Careers Development Institute

## E-AUCTIONS

N/A

## COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

## PERFORMANCE MONITORING and KEY PERFORMANCE INDICATORS

See Order Schedule 14

## ADDITIONAL INSURANCES

Not applicable


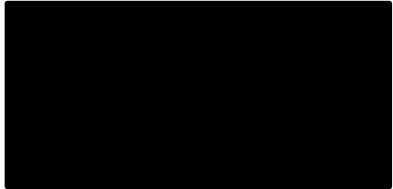





## GUARANTEE

RM6126 - Research & Insights DPS  
Project Version: v1.0  
Model Version: v1.3

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

**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)

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