

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

## Order Form

ORDER REFERENCE: **CPD4122199**

THE BUYER: **Department for Levelling Up, Housing and Communities**

BUYER ADDRESS **2 Marsham Street, London, SW1P 4DF**

THE SUPPLIER: **Ipsos Market Research Limited**

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

REGISTRATION NUMBER: **N/A**

DUNS NUMBER: **227257185**

DPS SUPPLIER REGISTRATION SERVICE ID: **21857**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **Wednesday 29<sup>th</sup> June 2022**. It's issued under the DPS Contract with the reference number **RM6126** for the provision of **Research into Flows Rough Sleeping**.

### DPS FILTER CATEGORY(IES):

Local Government, Homelessness, Qualitative, Face-to-face, Case studies, Depth interviews, Homeless, Hidden / hard to reach / socially excluded / vulnerable populations, England

## 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**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **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 **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 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 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **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.

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ORDER SPECIAL TERMS	<b>None</b>
ORDER START DATE:	<b>11th July 2022</b>
ORDER EXPIRY DATE:	<b>28<sup>th</sup> April 2023</b>
ORDER INITIAL PERIOD:	<b>10 months</b>
OPTIONAL EXTENSION PERIOD:	<b>Six (6) months on the same terms as this Order Form</b>

### 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 £136,693.75. *These charges are based on costs set out in the Price Schedule (see Order Schedule 5).*

### ORDER CHARGES

The maximum firm price to deliver the project is capped at £136,693.75. 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.

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

BACS / Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with an appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

### BUYER'S INVOICE ADDRESS:

[clginvoices@levellingup.gov.uk](mailto:clginvoices@levellingup.gov.uk)

CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.

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### BUYER'S AUTHORISED REPRESENTATIVE

<REDACTED >

Senior Research Officer

Email: <REDACTED >

### BUYER'S ENVIRONMENTAL POLICY

Greening Government Commitments Annual Report [April 2020]

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/883779/ggc-annual-report-2018-2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf)

### BUYER'S SECURITY POLICY

Security Requirements are set out in DPS Order Schedule 9.

### SUPPLIER'S AUTHORISED REPRESENTATIVE

<REDACTED >

Contract Director/Research Director

E-mail: <REDACTED >

### SUPPLIER'S CONTRACT MANAGER

<REDACTED >

Contract Director/Research Director

E-mail: <REDACTED >

### PROGRESS REPORT FREQUENCY

- Weekly progress meetings to discuss reporting

### PROGRESS MEETING FREQUENCY

- Weekly progress meetings to discuss all operational matters.

### KEY STAFF

As listed in Annex 1 to Order Schedule 7 (Key Supplier Staff)

### KEY SUBCONTRACTOR(S)

Not applicable

### E-AUCTIONS

Not applicable

### COMMERCIALLY SENSITIVE INFORMATION

Supplier proposal and break down of cost details.

### SERVICE CREDITS

Not applicable

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**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

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:	<REDACTED>	Signature:	<REDACTED>
Name:	<REDACTED>	Name:	<REDACTED>
Role:	Research Director	Role:	Head of Procurement (Digital & Corporate Services)
Date:	13 07 2022	Date:	14/07/2022