

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: C338718

THE BUYER: The Secretary of State for Health and Social Care, as part of the Crown, acting through the Medicines and Healthcare products Regulatory Agency (MHRA)

BUYER ADDRESS 10 South Colonnade, Canary Wharf, London E14 4PU

THE SUPPLIER: Woodnewton Associates Limited

SUPPLIER ADDRESS: c/o Langtons Chartered Accountants LLP, The Plaza, 100 Old Hall Street, Liverpool, L3 9QJ

REGISTRATION NUMBER: 05865976

DUNS NUMBER: 51-585-0316

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **2nd April 2025**.
It's issued under the DPS Contract with the reference number RM6126 Research & Insights for the provision of MHRA Customer & Stakeholder Insights Research.

DPS FILTER CATEGORY(IES):

Business, Finance and the Economy: Internal markets; Regulated industries/market/services
Government and International: Civil service/Government/Parliamentary reform
Health, public services and society: Public health; Science, Technology, Engineering and Manufacturing; Pharmaceuticals
Research methods: Analysis and modelling; Social media analysis
Data collection (general): Quantitative; Qualitative
Evaluation and evidence synthesis: Synthesis evaluation; Process evaluation; Systematic review
Research specialisms: Behaviour change
Sample design/source: Snowball sampling
Target participants: Micro-business; Sole traders/sole proprietors
Education, training and employment: Self-employed

Professionals: Civil servants

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 – not applicable
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **C338718**
 - 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 8 (Business Continuity and Disaster Recovery)
 - 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) **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: None

ORDER START DATE: **7th April 2025**

ORDER EXPIRY DATE: **6th April 2029**

ORDER INITIAL PERIOD: **4 Years (subject to earlier termination)**

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DELIVERABLES:

See details in Order Schedule 20 (Order Specification) and Order Schedule 4 (Order Tender).

The Requirements shall be called off as required (on an ad hoc basis), under a Defined Term Agreement contracting approach with an Order Contract agreed to cover work on any number of research projects as required; the details/deliverables and costs shall be agreed per project with reference to Order Schedule 5 (Pricing Details).

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:

£300,000.00 (excluding VAT)

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

The Charges will not be impacted by any change to the DPS Pricing.

REIMBURSABLE EXPENSES

None (unless agreed via the call-off process)

PAYMENT METHOD

The payment method for this Call-Off Contract is BACS.

All invoices must include a valid purchase order number, and a detailed description of services delivered.

The Buyer shall pay the Supplier the Charges within 30 days of receipt of a valid, undisputed invoice.

BUYER'S INVOICE ADDRESS:

Accounts Payable
Medicines and Healthcare Products Regulatory Agency
10 South Colonnade
Canary Wharf
London, E14 4PU
Accountspayable@mhra.gov.uk

Invoices to be submitted electronically, by email.

BUYER'S AUTHORISED REPRESENTATIVE

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

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Redacted

Head of Marketing

Redacted

BUYER'S ENVIRONMENTAL POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK](https://www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency)
(www.gov.uk)

BUYER'S SECURITY POLICY

Available online at: [Medicines and Healthcare products Regulatory Agency - GOV.UK](https://www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency)
(www.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted

Director

Redacted

5 Chancery Lane London WC1V 2LA

SUPPLIER'S CONTRACT MANAGER

Redacted

Director

Redacted

5 Chancery Lane London WC1V 2LA

PROGRESS REPORT FREQUENCY

To be agreed

PROGRESS MEETING FREQUENCY

Quarterly

KEY STAFF

Redacted

Deputy Contract Manager

Redacted

5 Chancery Lane London WC1V 2LA

KEY SUBCONTRACTOR(S)

Roots Research Ltd

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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SERVICE CREDITS

Not applicable

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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted	Signature:	Redacted
Name:		Name:	
Role:	Director	Role:	Chief Executive
Date:	3/4/2025	Date:	6 April 2025