

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

## Order Form

ORDER REFERENCE: TfL 95858 – Ad Hoc Quantitative and Qualitative Research  
THE BUYER: Transport for London  
BUYER ADDRESS 5 Endeavour Square, London, E20 1JN  
THE SUPPLIER: 2CV Research Limited  
SUPPLIER ADDRESS: 12 Flitcroft Street, London, WC2H 8DL  
REGISTRATION NUMBER: 3195457  
DUNS NUMBER: [REDACTED]  
DPS SUPPLIER REGISTRATION SERVICE ID: [REDACTED]

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 17<sup>th</sup> August 2022. It's issued under the DPS Contract with the reference number RM6126 for the provision of Ad Hoc Quantitative and Qualitative Research.

DPS FILTER CATEGORY(IES):

### Subject area:

Transport

Research Methods :

Quantitative

Qualitative

Mixed Method (qualitative and quantitative)

Face-to-face

Online

Postal

Telephone

Diary

Hall Tests

CAP I (computer assisted personal interview)

CATI (computer assisted telephone interview)

Case Studies

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Co-creation / co-design  
Cognitive interviewing / testing  
Deliberative Research  
Depth Interviews  
Ethnography  
Focus group discussions  
Narrative inquiry / narrative analysis  
Observation  
Workshop

Research Location

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 TfL 95858 – Ad Hoc Quantitative and Qualitative Research**
    - Joint Schedule 1 (Definitions)
    - 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)
    - Joint Schedule 12 (Supply Chain Visibility)
  - **Order Schedules for TfL 95858 – Ad Hoc Quantitative and Qualitative Research**
    - 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)

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- Order Schedule 15 (Order Contract Management)
  - Order Schedule 16 (Benchmarking)
  - Order Schedule 20 (Order Specification)
  - Order Schedule 24 (London Living Wage)
  - Order Schedule 25 (information Security Policy)
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:

London Living Wage – Order Schedule 24

Re-tender Cooperation – Order Schedule 26

ORDER START DATE: **17<sup>th</sup> August 2022**

ORDER INITIAL EXPIRY DATE: **17<sup>th</sup> August 2025**

ORDER LATEST PERIOD: **17<sup>th</sup> August 2026**

### 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.

### ORDER CHARGES

The Buyer anticipates that charges for the Order Form will be:

Up to £800,000 per annum for TfL

Up to £250,000 per annum for GLA – It is at the sole discretion of TfL whether GLA requirements can be conducted via this contract.

However, the following will apply:

The contract is a zero commitment on spend. TfL will only be committed on spend once the supplier has been instructed to undertake surveys.

All spend commitment requires authorisation from the TfL representative.

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The prices for Basket of Services submitted at tender stage and the Day Rates of all staff will be fixed for the full contract term including the optional extension period and will apply to all work when authorised.

2CV will be required to provide a full breakdown of costs for each individual commission including costs for set up costs, fieldwork, data processing & analysis, reporting & debriefing and project management and executive time. The breakdown provided for each individual commission will then be compared against the basket of services and breakdown submitted at tender stage for benchmarking and comparison.

No services are to be undertaken and charges incurred without prior authorisation and agreement from the TfL representative.

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

The supplier will send a proposal/statement of work for each project. TfL will then approve and commission the research on a project-by-project basis.

The relevant teams will raise Purchase Orders per project and the Supplier will invoice against the Purchase Order.

The Supplier will be paid 50% on receipt of Purchase order and 50% at the end of project.

Invoices must be paid within 30 days

### BUYER'S INVOICE ADDRESS:

Transport for London

[REDACTED]

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

### BUYER'S SECURITY POLICY

Information Security Policy

Appended at Order Schedule 25 (Information Security Policy)

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]



#### SUPPLIER'S CONTRACT MANAGER



#### PROGRESS REPORT FREQUENCY

The management of each individual project will differ depending on scope, but as a minimum the TfL and supplier account teams will meet for:

- an initial scoping meeting to understand requirements
- a sign-off meeting to agree scope and finalise timescales and deliverables
- a debrief to discuss research findings.
- TfL stakeholders from the relevant business areas may also be present at any/all these meetings

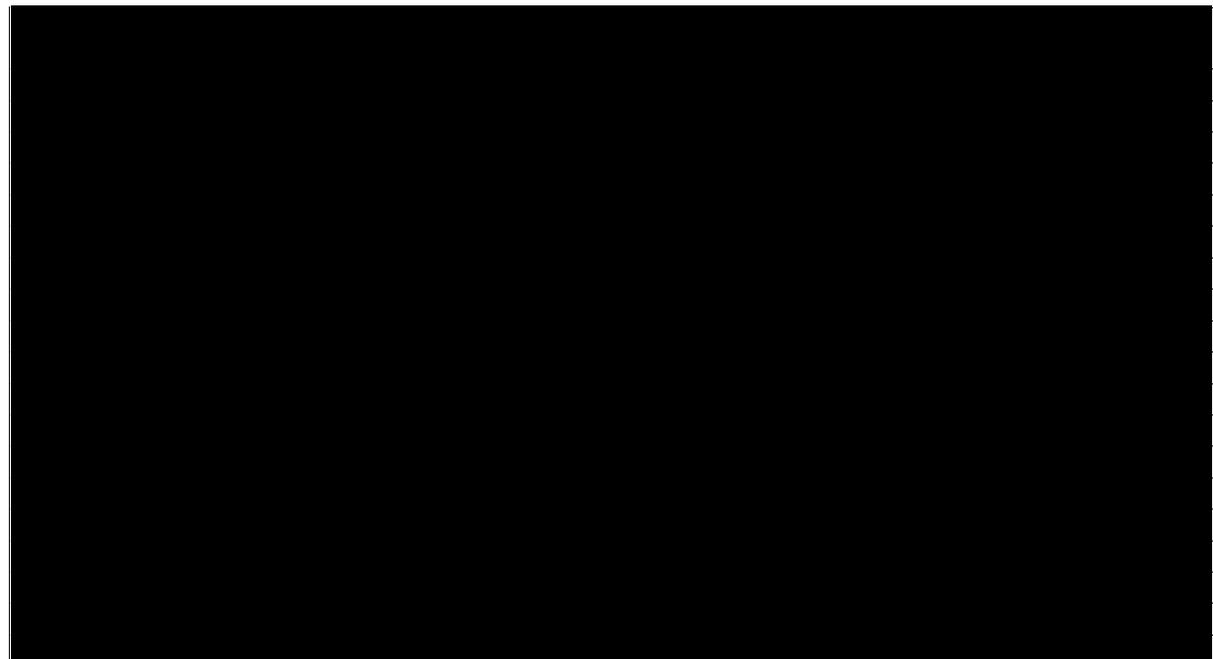
#### PROGRESS MEETING FREQUENCY

The Authority will hold fortnightly meetings with the Supplier's account Lead to discuss progress against a shared action plan and to address any broader issues with delivery against the contract.

In these meetings the following will be reviewed:

Ways of working, resourcing, long-term planning, and similar broad subjects.

#### KEY STAFF



KEY SUBCONTRACTOR(S)



E-AUCTIONS  
Not applicable

COMMERCIALLY SENSITIVE INFORMATION  
Not applicable

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:		Signature:	
Name:			
Role:			
Date:	Aug 17, 2022	Date:	Aug 17, 2022