

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

## Order Form

ORDER REFERENCE: 22-23/002

THE BUYER: **The Department for Education**

BUYER ADDRESS **Sanctuary Buildings, Great Smith Street,  
London, SW1P 3BT**

THE SUPPLIER: Alma Economics

SUPPLIER ADDRESS: [REDACTED]

REGISTRATION NUMBER: [REDACTED]

DUNS NUMBER: 22-059-2770

DPS SUPPLIER REGISTRATION SERVICE ID: **N/K**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 27 July 2022.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of Systematic Review – Multiply Programme.

DPS FILTER CATEGORY(IES):

[REDACTED]

## 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**

██████████

3. DPS Special Terms
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**

- Joint Schedule 2 (Variation Form)

██████████

- Joint Schedule 3 (Insurance Requirements)

██████████

- Joint Schedule 4 (Commercially Sensitive Information)

██████████

- Joint Schedule 10 (Rectification Plan)

██████████

- Joint Schedule 11 (Processing Data)

██████████

- Order Schedules for **RM6126 CCS Research & Insights Marketplace DPS**

- Order Schedule 1 (Transparency Reports)

██████████

- 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)



DPS Order Schedule  
9 - Security v1.1.docx

- Order Schedule 10 (Exit Management)



DPS Order Schedule  
10 - Exit Management

- Order Schedule 15 (Order Contract Management)



Order Schedule  
15.docx

- Order Schedule 20 (Order Specification)

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

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

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

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

Crown Copyright 2021

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

ORDER START DATE: 27 July 2022

ORDER EXPIRY DATE: 31 December 2022

ORDER INITIAL PERIOD: 0 Years 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



### ORDER CHARGES

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 because of:

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

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Via BACS upon submission of valid invoice after successful completion of payment milestone(s).

### 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**

Jaime Rose

Multiply Research and Evaluation Lead

Jaime.Rose@education.gov.uk

Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

**BUYER'S ENVIRONMENTAL POLICY**

**Department for Education Sustainability and Climate Change Strategy**, 21 April 2022, available online at: <https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy>

**BUYER'S SECURITY POLICY**

**Department for Education Personal Information Charter**, available online at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#contents>

[REDACTED]

**PROGRESS REPORT FREQUENCY**

Frequency of written updates will be agreed by the parties where necessary.

**PROGRESS MEETING FREQUENCY**

Fortnightly, date to be agreed by parties

**KEY STAFF**

[REDACTED]

Project Director

[REDACTED]

43 Tanner Street, SE1 3PL, London

Lawrence Newland

Project Manager

[lawrence.newland@almaeconomics.com](mailto:lawrence.newland@almaeconomics.com)

43 Tanner Street, SE1 3PL, London

**KEY SUBCONTRACTOR(S)**

Not applicable

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Individual staff rates will be excluded from any publication and kept confidential for a period of 5 years.

**SERVICE CREDITS**

Not applicable

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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

Crown Copyright 2021

**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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	