

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

## Order Form

ORDER REFERENCE: **Con\_24197**

THE BUYER: **Department for Education**

BUYER ADDRESS: Sanctuary Buildings, Great Smith Street, London, SW1P3BT

THE SUPPLIER: IFF Research Ltd

SUPPLIER ADDRESS: 5th Floor St Magnus House, 3 Lower Thames Street, London EC3R 6HD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 21-157-4041

DPS SUPPLIER REGISTRATION SERVICE ID: **SQ-BK6S9Z6**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 19/02/2024.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Wraparound Childcare Programme: Process Evaluation**

### DPS FILTER CATEGORY(IES):

Childcare, Primary, Employment, Local Government, Central Government, Policy analysis and development, Grounded theory analysis, Thematic analysis, Quantitative, Qualitative, Mixed method (qualitative and quantitative), Face-to-face, Online, Postal, Telephone, CAPI (computer assisted personal interview), CATI (computer assisted telephone interview), Case studies, Cognitive interviewing / testing, Depth interviews, Focus group discussions, Process evaluation, Systematic review (SR), Rapid Evidence Assessment (REA), Scoping Review, Literature Review / Narrative Review / Narrative Literature Review, Random / stratified random sample, Probability-based sample, Quota-based sample, Postal Address File (PAF), Purposive sampling, Push-to-web, School-age children / young people, Public sector employees, School support staff, Teaching, Parents (incl. foster parents and adopted parents), 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 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 1
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 5 is covered in '6.' Below
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)

### Order Schedules for **Con\_24197**

- 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 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)

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.

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

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### 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

ORDER START DATE: **19/02/2024.**

ORDER EXPIRY DATE: **29/01/2027.**

ORDER INITIAL PERIOD: **2 years, 11 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 **£171,736**

(Estimated Charges in the first 12 months of the Contract).



### ORDER CHARGES

Expenditure for the financial year 2023-24 shall not exceed: **£18,050** exclusive of VAT.

Expenditure for the financial year 2024-25 shall not exceed **£153,686** exclusive of VAT.

Expenditure for the financial year 2025-26 shall not exceed **£177,823** exclusive of VAT.

Expenditure for the financial year 2026-27 shall not exceed **£124,810** exclusive of VAT.

Total Project expenditure shall not exceed **£474,368.75** exclusive of VAT.

See details in Order Schedule 5 (Pricing Details)

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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

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Via Purchase Order, which will be set up once the order form is signed.

### **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**

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at [here](#)

### **BUYER'S SECURITY POLICY**

Department for Education Personal Information Charter available online [here](#)

### **SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

IFF Research, 5th Floor St Magnus House, 3 Lower Thames Street, London EC3R 6HD

### **SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

IFF Research, 5th Floor St Magnus House, 3 Lower Thames Street, London EC3R 6HD

### **PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month.

## **PROGRESS MEETING FREQUENCY**

Weekly. Moving to fortnightly where deemed appropriate.

## **KEY STAFF**

[REDACTED]

## **KEY SUBCONTRACTOR(S)**

Not applicable

## **E-AUCTIONS**

Not applicable

## **COMMERCIALLY SENSITIVE INFORMATION**

See Joint Schedule 4

## **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:		Role:	
Date:	19/02/2024	Date:	19/02/2024