

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

## **Order Form**

ORDER REFERENCE: VOA/2024/016

THE BUYER: Valuation Office Agency

BUYER ADDRESS 8<sup>th</sup> Floor, 10 South Colonnade Canary Wharf,  
London, E14 4PU

THE SUPPLIER: IFF Research

SUPPLIER ADDRESS: The Harlequin Building, IFF Research 5th Floor,  
65 Southwark St, London SE1 0HR

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 211574041

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-BK6S9Z6

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 05/12/24. It's issued under the DPS Contract with the reference number RM6126 for the provision of Disclosure research services.

DPS FILTER CATEGORY(IES):  
Not applicable.

## 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) **RM62616**
3. DPS Special Terms: None
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6216**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **VOA/2024/016**
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - 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 18 (Background Checks)
    - Order Schedule 23 (HMRC Terms)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6216**
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:

ORDER START DATE: 9/12/2024

ORDER EXPIRY DATE: 08/12/2025

ORDER INITIAL PERIOD: Six (6) months.

#### DELIVERABLES

See details in:

Order Schedule 4 (Order Tender);  
Supplier's proposal dated 14 November 202; and  
Project Plan:

**Redacted Under FOIA Section 43, Commercial Information**

Any amendments to the project timeline will be discussed and agreed by both parties.

Payment plan:

**Redacted Under FOIA Section 43, Commercial Information**

#### 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 £102,000. Estimated Charges in the first 12 months of the Contract.

#### ORDER CHARGES

**Redacted Under FOIA Section 43, Commercial Information**

<b>Deliverables summary</b>	<b>Charges</b>
Phase 1: Robust Quantitative Measure	<b>REDACTED</b>
Phase 2 - Qualitative Research	<b>REDACTED</b>
Agent interviews (optional)	<b>REDACTED</b>
Focus Groups (optional)	<b>REDACTED</b>
<b>Total</b>	<b>£102,634.50</b>

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:

- Specific Change in Law

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payments will be made via an electronic payments system, SAP Ariba P2P (MYBuy). Invoices should be provided for each milestone within one month of agreement of deliverables and sent to voainvoices.ap@hmrc.gov.uk copying in contract manager email address (including the purchase order provided). Payments will be made into the bank account provided by the supplier.

**BUYER'S INVOICE ADDRESS:**

Redacted under FOIA section 40, Personal Information

**BUYER'S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**BUYER'S ENVIRONMENTAL POLICY**

None

**BUYER'S SECURITY POLICY**

None, other than requirements set out in Security clauses

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Redacted under FOIA section 40, Personal Information

**SUPPLIER'S CONTRACT MANAGER**

Redacted under FOIA section 40, Personal Information

**PROGRESS REPORT FREQUENCY**

The VOA requires written monthly progress reports, provided by the fifth working day of each month, and during fieldwork we require a weekly written update on fieldwork progress. We expect an informal weekly virtual meeting to discuss progress and next steps. It is anticipated that email communication will be ongoing throughout the contract.

**PROGRESS MEETING FREQUENCY**

Monthly contract management review meetings and meetings as required as part of VOA contract management requirements. Quarterly on the first Working Day of each quarter]

**KEY STAFF**

Redacted under FOIA section 40, Personal Information

**KEY SUBCONTRACTOR(S)**

None.

**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) and the Supplier's proposal dated 14 November 2024.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	