

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

## Order Form

ORDER REFERENCE: **Contract Reference: CPD4122270  
Evaluation of the Electoral Integrity  
Programme (EIP)**

THE BUYER: **DEPARTMENT FOR LEVELLING UP, HOUSING  
AND COMMUNITIES (“DLUHC”)**

BUYER ADDRESS **2 Marsham Street, London, SW1P 4DF**

THE SUPPLIER: **Ipsos (market research) Ltd**

SUPPLIER ADDRESS: **3 Thomas More Square London E1W 1YW**

REGISTRATION NUMBER:

DUNS NUMBER: **227257185**

DPS SUPPLIER REGISTRATION SERVICE ID:

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 1<sup>st</sup> December 2022. It's issued under the DPS Contract with the reference number RM6126 (Research and Insights) for the provision of Evaluation of Electoral Integrity Programme.

DPS FILTER CATEGORY(IES):  
**29846 - Electoral reform, Public polling**

## 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 (Research and Insights)**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126 (Research and Insights)**
    - 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)
  - Order Schedules for **RM6126 (Research and Insights)**
    - 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 9 (Security)
    - 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) **RM6126 (Research and Insights)**
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:

Special Term 1: Contract will be delivered under English Law

Special Term 2: Phase 2 is optional whereby completion of these milestones is subject to the decision of The Authority at the end of March 2023.

ORDER START DATE:

ORDER EXPIRY DATE:

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### ORDER INITIAL PERIOD:

Phase One = Five (5) months, Phase Two = six (6) months. Option to extend for period of six (6) months to be applied either to phase one or two. The buyer reserves the right to increase the value on a pro-rata basis to increase in conjunction with future variations and/or term.

### DELIVERABLES

Option B: See details in Order Schedule 20 (Order Specification) and suppliers bid proposal.

**[REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS]**

### MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms:

**[REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS]**

### ORDER CHARGES

Phase 1 Shall have a maximum value of one hundred and ninety-five thousand pounds (£195,000)

Phase 2 Shall have a maximum value of one hundred and sixty-five thousand pounds (£165,000)

Full breakdown please see details in Order Schedule 5 (Pricing Details)

**[REDACTED UNDER FOIA SECTION 43 COMMERCIAL INTERESTS]**



Price Schedule -  
CPD4122270 Evaluat

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

Firm price milestone payments (percentage of project price)

### BUYER'S INVOICE ADDRESS:

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

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CP2P Team, DLUHC  
4<sup>th</sup> Floor  
High Trees, Hillfield Road  
Hemel Hempstead  
HP2 4XN

**BUYER'S AUTHORISED REPRESENTATIVE**

**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

**BUYER'S ENVIRONMENTAL POLICY**

<https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs>

**BUYER'S SECURITY POLICY**

As per Order Schedule 9 (Security) PART B (Long Form Security Requirements)

**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**

Order Schedule 15 (Order Contract Management)

**PROGRESS MEETING FREQUENCY**

Order Schedule 15 (Order Contract Management)

**KEY STAFF**

As per Order Schedule 7 (Key Supplier Staff)

**[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]**

**E-AUCTIONS**

Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Suppliers Tender

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

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Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements) with the following amendments:

- 1.1 professional indemnity insurance with cover (for a single event) of not less than five million pounds (£5,000,000);
- 1.2 public liability insurance with cover (for a single event) of not less than five million pounds (£5,000,000); and
- 1.3 employers' liability insurance with cover (for a single event) of not less than five million pounds (£5,000,000).

**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), Suppliers Bid Proposal and Pricing Schedule.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>	Signature:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>
Name:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>	Name:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>
Role:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>	Role:	<u>[REDACTED UNDER FOIA SECTION 40 PERSONAL INFORMATION]</u>
Date:		Date:	