

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

### **Order Form**

ORDER REFERENCE: PS25006 Evaluation of the 2023 Policy Fellowships Programme

THE BUYER: UK Research and Innovation (UKRI)

BUYER ADDRESS UK SBS, Polaris House, North Star Avenue, Swindon, SN2 1SZ

THE SUPPLIER: UCL Consultants Limited

SUPPLIER ADDRESS: 90 Tottenham Court Road, London, W1T 4TJ

REGISTRATION NUMBER: 03332258

DUNS NUMBER: N/A

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

#### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated [Insert date of issue].

It's issued under the DPS Contract with the reference number RM6126 Research and Insights for the provision of PS25006 Evaluation of the 2023 Policy Fellowships Programme.

#### **DPS FILTER CATEGORY(IES):**

- Qualitative
- Mixed method (qualitative and quantitative)
- Face-to-face
- Online
- Postal
- Telephone
- Impact evaluation
- Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)
- Process evaluation
- Case studies
- Depth interviews
- Scoping Review

**DPS Schedule 6 (Order Form and Order Schedules)**  
Crown Copyright 2021

**Target participants:**

- Academics
- Civil servants

**Location:**

- England
- Wales
- Scotland
- Northern Ireland

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

Crown Copyright 2021

**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 **RM6126** DPS reference number
    - 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 **PS25006** Order reference number
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security) PART A
    - 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 DPS Contract
7. Order Schedule 4 (Order Tender)

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:

None

ORDER START DATE: Thursday, 3rd April 2025

ORDER EXPIRY DATE: Monday, 1st December 2025

ORDER INITIAL PERIOD: 8 months

**DELIVERABLES**

RM6126 - Research & Insights DPS  
 Project Version: v1.0  
 Model Version: v1.3 Ref: PS25006

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

Crown Copyright 2021

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 £46,555.00

**ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to [REDACTED]. The invoice shall show the amount of VAT payable.

You must be in receipt of a valid PO Number before submitting an invoice.

To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payments will be made to via BACS payment.

If you have a query regarding an outstanding payment please Contact our accounts payable section either by email to [REDACTED] or by telephone [REDACTED] between 09:00 and 17:00 Monday to Friday.

**BUYER'S INVOICE ADDRESS:**

UK Research and Innovation (UKRI)

[REDACTED]

UK SBS, Polaris House, North Star Avenue, Swindon, SN2 1SZ

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

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

Crown Copyright 2021

[Environmental sustainability – UKRI](#)

BUYER'S SECURITY POLICY

[Data protection policy – UKRI](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Fortnightly

PROGRESS MEETING FREQUENCY

Fortnightly

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

N/A.

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Call-off Schedule 4 (Call off Tender)

Call-off Schedule 5 (Pricing details) breakdown charges

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable