

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

## Order Form

ORDER REFERENCE: **CPD4124165**

THE BUYER: **Department for Levelling Up, Housing and Communities**

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

THE SUPPLIER: **I.F.F Research Limited**

SUPPLIER ADDRESS: **St Magnus House**  
**3 Lower Thames Street**  
**London**  
**EC3R 6HD**

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 30<sup>th</sup> June 2023. It's issued under the DPS Contract with the reference number RM6126 Research and Insights DPS for the provision of Early Help and Supporting Families National Insights Data Collection.

DPS FILTER CATEGORY(IES):  
Children's Social Care, Quantitative, 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**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126**
    - Joint Schedule 02 (Variation Form)
    - Joint Schedule 03 (Insurance Requirements)
    - Joint Schedule 04 (Commercially Sensitive Information)
    - Joint Schedule 05 (Corporate Social Responsibility)
    - Joint Schedule 06 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **RM6126**
    - Order Schedule 01 (Transparency Reports)
    - Order Schedule 02 (Staff Transfer)
    - Order Schedule 03 (Continuous Improvement)
    - Order Schedule 04 (Order Tender)
    - Order Schedule 05 (Pricing Details)
    - Order Schedule 07 (Key Supplier Staff)
    - Order Schedule 08 (Business Continuity and Disaster Recovery)
    - Order Schedule 09 (Security)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 14 (Service Levels)
    - 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**
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.

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### **SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: **June 2023**

ORDER EXPIRY DATE: **March 2025**

ORDER INITIAL PERIOD: **21 months** – there will be a further option to extend for 1 month, this option to extend is at the authority's discretion. If extended, the maximum duration under this contract will be 22 months.

### **DELIVERABLES**

See details in Order Schedule 20 (Order Specification)

**[REDACTED]**

### **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 £300,000. The Contract Years are structured in line with the Authority's Financial Year (April to March).

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

The maximum firm price to deliver this project is capped at £499,241 exclusive of VAT. Full details are set out in Order Schedule 5 (Pricing Schedule).

**[REDACTED]**

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.

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

BACS / Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with an appropriate description of work completed and timesheets

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which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

### **BUYER'S INVOICE ADDRESS:**

Department for Levelling Up, Housing & Communities,  
Invoice Processing team,  
Finance Shared Services Division,  
High Trees,  
Hillfield Road,  
Hemel Hempstead,  
HP2 4XN

Email: [CLGInvoices@levellingup.gov.uk](mailto:CLGInvoices@levellingup.gov.uk)

### **BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

Policy Lead - Local Government Policy

[REDACTED]

Fry Building, 2 Marsham Street, London, SW1P 4DF

### **BUYER'S ENVIRONMENTAL POLICY**

Greening Government Commitments Annual Report [April 2020]

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/883779/ggc-annual-report-2018-2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf)

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

Security Requirements are set out in DPS Order Schedule 9.

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

[REDACTED]

Director

[REDACTED]

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

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

[REDACTED]

Director

[REDACTED]

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

### **PROGRESS REPORT FREQUENCY**

Highlighted within Section 7 - Key Deliverables and Milestones (Attachment 3 – Statement of Requirements).

### **PROGRESS MEETING FREQUENCY**

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Monthly progress meetings to discuss all operational matters.

### **KEY STAFF**

As listed in Annex 1 of Order Schedule 7 (Key Supplier Staff)

### **KEY SUBCONTRACTOR(S)**

**N/A**

### **E-AUCTIONS**

Not applicable

### **COMMERCIALLY SENSITIVE INFORMATION**

See details in Joint Schedule 4 (Commercially Sensitive Information)

**[REDACTED]**

### **SERVICE CREDITS**

Not applicable

### **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).

**[REDACTED]**

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	Director	Role:	Senior Procurement Advisor
Date:	04/07/2023	Date:	08/07/2023