



## **Crown Commercial Service**

---

### **Call-Off Order Form Schedule 6 for RM6126 Research and Insights DPS for the provision of Research Services**

---

## **Blended Supervision Model Evaluation Relaunch**

## Framework Schedule 6 (Order Form and Call-Off Schedules)

### Order Form

#### Applicable Framework Contract

This Order Form is for the provision of the Deliverables and dated 25<sup>th</sup> July 2022.

<b>CONTRACT REFERENCE:</b>	con_21227
<b>THE BUYER:</b>	[REDACTED]
<b>BUYER ADDRESS:</b>	[REDACTED]
<b>THE CUSTOMER:</b>	[REDACTED]
<b>CUSTOMER ADDRESS:</b>	[REDACTED] 102 Petty France, 10th Floor, Westminster, London, SW1H 9AJ
<b>THE SUPPLIER:</b>	Get the Data Ltd
<b>SUPPLIER ADDRESS:</b>	Studio 26, Switchboard Studios Uplands B, Unit 50 Uplands Business Park 153 – 157 Blackhorse Lane E17 5QJ
<b>REGISTRATION NUMBER:</b>	8059874
<b>DUNS NUMBER:</b>	218383260
<b>SME Status</b>	micro
<b>ORDER START DATE:</b>	25/07/22
<b>ORDER EXPIRY DATE:</b>	24/03/24
<b>ORDER INITIAL PERIOD:</b>	21 months
<b>ORDER EXTENSION PERIOD:</b>	Possible 2 x 3 month extension periods (as determined by the Authority if needed)
<b>FINAL POSSIBLE EXPIRY DATE:</b>	24/09/24
<b>DELIVERABLES:</b>	See details in Order Schedule 20 (Order Specification)

### CALL-OFF ORDER INCORPORATED TERMS

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

Crown Copyright 2021

The following documents are incorporated into this Order Contract. Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form (DPS Schedule 6) including the Order Special Terms and Order Special Schedules.
2. Joint Schedule 1 (Definitions and Interpretation) **RM6126 Research & Insights DPS**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126 Research & Insights DPS**
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility)
    - Joint-Schedule 6 (Key-Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **RM6126 Research & Insights DPS**
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 4 (Order Tender) Supplier Proposal
    - 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 14 (Service Levels)
    - Order Schedule 20 (Order Specification)

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.

## **CALL-OFF ORDER SPECIAL TERMS**

The following Special Terms are incorporated into this Order Contract:

## Costs and payment milestones

**REDACTED**

Total cost for all Phases

£249,900.43

**REDACTED**

The Intellectual Property Rights of all products and reporting from the contract will belong to MoJ.

Ownership of data and Intellectual Property from this project will be retained by the Authority and the Supplier will be required to provide assurance to the Authority that all data will be destroyed within a reasonable timeframe from completion of the project

## Order Schedule 14 (Service Levels)

### Project management

#### Supplier Obligations

The contract manager nominated by the Supplier must have sufficient experience, seniority and time allocated to manage the project effectively. It is expected that following the contract initiation meeting, regular contact will take place between the Supplier and the Authority by telephone, email and face to face or virtual meetings.

#### **The supplier must:**

- a. identify the team that will be involved in working on the contract, outlining their seniority, skills, experience, and nature of their involvement in the research;
- b. outline how the contract will be delivered in the event of staff changes during the project;
- c. give details of how they will keep the Authority updated on the progress of the project;
- d. describe in detail how they will manage this project to ensure that it runs smoothly, specifying the project management techniques that will be used;
- e. identify risks associated with the successful completion of the research and how they plan to mitigate them;
- f. provide any details about any sub-contractors they will be using and for which parts of the project.

#### Reporting and Governance Arrangements

The Authority will nominate a contract manager, who will be the Supplier's first point of contact during the project and will manage all administrative issues and contractual and technical matters. They or a nominated replacement will be available to deal with queries.

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

Crown Copyright 2021

	<p>The Authority contract manager will be responsible for liaising with other colleagues in Data and Analysis during the course of the project, ensuring all parties are kept up to date.</p> <p>Regular face to face meetings will take place over MS Teams at the start of the contract and before the delivery of key projects, to discuss progress and ensure delivery against timelines. Progress reports including emerging current issues/ risks and mitigation should be submitted on a quarterly basis.</p> <p><b><u>Quality assurance</u></b></p> <p>The bidder must commit to undertaking quality assurance of all deliverables and for the contractor to guarantee the accuracy of all outputs. Bidders must provide details of the quality assurance procedures they have in place.</p> <p><b><u>Project management</u></b></p> <p>The successful bidder will be expected to use a structured and transparent approach to project management throughout the life of the contract. This will include:</p> <ul style="list-style-type: none"><li>• Appropriate steps to monitor progress and timings</li><li>• Quality assurance processes</li><li>• Suitable processes to identify, manage and report risks</li><li>• Regular progress updates</li><li>• A mechanism to keep the Authority updated as issues emerge and need to be escalated.</li></ul>
--	---

<b>REPORTING</b>	
<b>PROGRESS REPORT FREQUENCY</b>	Weekly progress report delivered by the supplier.
<b>PROGRESS MEETING FREQUENCY</b>	Weekly meetings, with wider progress meetings every 6 weeks.

<b>MAXIMUM LIABILITY</b>  The limitation of liability for this Order Contract is as below and not as is stated in Clause 11.2 of the Core Terms.	Each Party's total aggregate liability in each Contract Year under each Order Contract (whether in tort, contract or otherwise) is no more than one hundred and twenty five percent (150%) of the Estimated Yearly Charges unless specified in the Order Form.
<b>CALL-OFF ORDER CHARGES</b>	See details in <b>Order Schedule 5 (Pricing Details)</b>
<b>REIMBURSABLE EXPENSES</b>	Not permitted unless approved in advance by the Customer and in line with MoJ Policy.  <b>REDACTED</b>

## PAYMENT METHOD

All invoices must be sent, quoting a valid purchase order number (PO Number) Within 10 Working Days\* of receipt of your countersigned copy of this letter, we will send you a unique PO Number. You must be in receipt of a valid PO Number before submitting an invoice.

Ministry of Justice (including its various departments, agencies and arm's-length bodies) now uses the Basware Network to trade electronically with our suppliers.

If you are not currently a supplier to the Ministry of Justice or your details are out of date, we will need to do a supplier set up.

To ensure that both the Ministry of Justice and our suppliers can maximise the benefits from using Basware, we will require you to register with Basware. Please see the attached Basware letter for further information.

**REDACTED**

There are 3 ways suppliers can submit invoices can be submitted to MoJ for payment:

<b>1. Paper/PDF</b>	invoices are posted/emailed to the shared service centre. On receipt, the invoice is scanned and loaded onto SOP using Optical Character Recognition (OCR) software.
<b>2. Electronic invoice file (Tech 11)</b>	invoices are emailed to the shared service centre in a specific text file format that SOP can read without the need of OCR software. Engagement is required with the supplier before invoices are accepted in this format.
<b>3. Basware</b>	invoices are submitted via the Basware supplier portal and are then transmitted electronically into SOP via XML. Suppliers must be onboarded to Basware before they submit invoices in this method.

### What you need to do

Except for those submitted via Basware, all invoice should be sent directly to SSCL (see below)

Suppliers providing electronic invoice files will be given a specific email for their invoices once onboarded.

### Invoice minimum requirements

To enable successful processing, all invoices submitted to MoJ must clearly state the word 'invoice' and contain the following:

- a unique identification number (invoice number)
- your company name, address and contact information
- the name and address of the department/agency you're invoicing
- a clear description of what you're charging for
- the date the goods or service were provided (supply date)
- the date of the invoice
- the amount(s) being charged
- VAT amount if applicable
- the total amount owed
- a cost centre code (available from your MoJ business contact) or a valid purchase order (PO) number

If any of the above information is missing from your invoice, it will be returned to you.

#### **Invoices relating to a purchase order**

In addition to the minimum requirements above, invoices relating to a PO must not contain any lines for items which are not on the purchase order. If this occurs, your invoice will be returned to you.

Speak to the business contact on the purchase order if there are any additional items/services which you need to invoice for.

#### **Invoice submission by email**

All invoices submitted by email must meet the following criteria:

- Email size must not exceed 4mb
- 1 invoice per file attachment (PDF), multiple invoices can be attached as separate files
- Any supporting information, backing data etc. must be contained within the invoice PDF file

Failure to meet these criteria may result in not all your invoices being processed, or your invoice(s) being returned to you.

#### **CUSTOMER'S INVOICE ADDRESS:**

The email and postal address for PDF and paper invoices can be found here.

<https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement>

#### AUTHORITY'S ENVIRONMENTAL POLICY

Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: <https://www.gov.uk/guidance/ministry-of-justice-and-the-environment>

#### AUTHORITY'S SECURITY POLICY

Cyber and Technical Security Guidance, 14 December 202, available online at: [Security Guidance \(justice.gov.uk\)](https://www.justice.gov.uk/security-guidance).

#### AUTHORITY'S AUTHORISED REPRESENTATIVE

Name:	REDACTED]
Role:	REDACTED]
Email:	REDACTED]
Address:	REDACTED]

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

Name:	REDACTED]
Role:	REDACTED]
Email:	REDACTED]
Address:	REDACTED]

#### SUPPLIER'S CONTRACT MANAGER

Name:	REDACTED]
Role:	REDACTED]
Email:	REDACTED]
Address:	REDACTED]

#### SUPPLIER'S KEY STAFF – See DPS Order Schedule 7 - Key Supplier Staff

REDACTED]



**KEY SUBCONTRACTOR(S) – See DPS Joint Schedule 6 - Key Subcontractors-v1.0**

**REDACTED]**

<b>DPS FILTER CATEGORY(IES):</b>	Not applicable
<b>E-AUCTIONS</b>	Not applicable
<b>SERVICE CREDITS</b>	Not applicable
<b>ADDITIONAL INSURANCES</b>	Not applicable
<b>GUARANTEE</b>	Not applicable
<b>COMMERCIALLY SENSITIVE INFORMATION</b>	See DPS Joint Schedule 4 - Commercially Sensitive Information v1.0

**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 DPS Order Schedule 4 - Order Tender v1.0

**REDACTED]**

**JOINT SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS**

DPS Joint Schedule 1 - Definitions v1.0	<b>REDACTED]</b>
DPS Joint Schedule 2 (Variation Form)	<b>REDACTED]</b>
DPS Joint Schedule 3 (Insurance Requirements)	<b>REDACTED]</b>

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

DPS Joint Schedule 4 (Commercially Sensitive Information)	REDACTED]
DPS Joint Schedule 5 (Corporate Social Responsibility)	REDACTED]
DPS Joint-Schedule 6 (Key-Subcontractors)	REDACTED]
DPS Joint Schedule 10 (Rectification Plan)	REDACTED]
DPS Joint Schedule 11 (Processing Data)	REDACTED]

**ORDER SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS**

DPS Order Schedule 2 (Staff Transfer)	REDACTED]
DPS Order Schedule 3 (Continuous Improvement)	REDACTED]
DPS Order Schedule 4 (Order Tender) - (Supplier Proposal)	REDACTED]
DPS Order Schedule 5 (Pricing Details)	REDACTED] CONFIDENTIAL
DPS Order Schedule 7 (Key Supplier Staff)	REDACTED]

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

DPS Order Schedule 8 (Business Continuity and Disaster Recovery)	REDACTED]
DPS Order Schedule 9 (Security)	REDACTED]
DPS Order Schedule 10 (Exit Management)	REDACTED]
DPS Order Schedule 14 - Service Levels v 1.1	REDACTED]
DPS Order Schedule 20 - Specification v1.0	REDACTED]

### **Formation of call off contract**

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

<b>For and on behalf of the Buyer: Ministry of Justice</b>	
Signature:	REDACTED]
Name:	REDACTED]
Role:	REDACTED]
Date:	REDACTED]

<b>For and on behalf of the Supplier: Get The Data</b>	
Signature:	REDACTED]
Name:	REDACTED]
Role:	REDACTED]
Date:	REDACTED]