

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **WP2075**

THE BUYER: **Cabinet Office (Government Digital Service)**

BUYER ADDRESS **Cabinet Office.** 1 Horse Guards Road, London
SW1A 2HQ

Cabinet Office: Government Digital Service. The White Chapel Building, 10
Whitechapel High Street, London, E1 8QS.

THE SUPPLIER: **BMG Research Limited**

SUPPLIER ADDRESS: Beech House, Greenfield Crescent, Edgbaston,
Birmingham, B15 3BE

REGISTRATION NUMBER: **02841970**

DUNS NUMBER: 

DPS SUPPLIER REGISTRATION SERVICE ID:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **31 August 2022**.
It's issued under the DPS Contract with the reference number WP2075 for the
provision of conducting polling for GOV.UK, part of Cabinet Office (Government
Digital Service).

DPS FILTER CATEGORY(IES):

Central Government, Mixed Methods (qualitative and quantitative), Online, Brand
awareness research, Customer satisfaction research,
User Experience (UX) research, Public Polling, England,
Scotland, Wales, Northern Ireland

WP2075 Polling

Research & Insights

Filter selection	Central Government, Mixed method (qualitative and quantitative), Online, Brand awareness research, Customer satisfaction research, User Experience (UX) research, Public polling, England, Wales, Scotland, Northern Ireland
Requirements	N/A
Created	22/06/22 13:59
Created by	Commissioning Team Commissioning Team
Suppliers	44
Reference	25854

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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) **WP2075**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **WP2075**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **WP2075**
 - 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 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **WP2075**
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: None.

ORDER START DATE: **01 September 2022**

ORDER EXPIRY DATE: **31 August 2023**

ORDER INITIAL PERIOD: **12 months.**

Subject to Cabinet Office approval, the Buyer can extend the contract for 2 x 12 months

DELIVERABLES

Polling Wave 1: 08/09/22 - 12/09/22

- Recruit a nationally representative sample of participants (a suitable sample size that is proportionally representative of UK demographics).
- Format the questions provided into a survey that participants can easily fill out online - using a series of varied response types. (e.g., multi-code, please specify open response, single response).
- Carry out the survey within the specified dates.
- Once the survey has been completed by a sufficient sample size, share the raw data promptly and accurately. Including demographic information provided by participants.
- Action and provide feedback on any changes proposed by the team (given a reasonable period of notice).

Polling Wave 2: 28/11/22 - 30/11/22

- Same as 'Polling Wave 1'

Polling Wave 4: 26/02/23 - 28/02/23

- Same as 'Polling Wave 1'

Polling Wave 4: 29/05/23 - 31/05/23

- Same as 'Polling Wave 1'

Ad-hoc work from the team: Dates TBC

- Based on requests from the team, carry out ad-hoc work. Dates and timings will be dependent on the capacity of the BMG team and the notice given to deliver work.

GOV.UK Polling result to be delivered in a encrypted format, via Microsoft SharePoint Folder.

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 **£10,931.00 (excluding VAT)**.

[REDACTED]

Year One Charges: **£10,931.00**

Subject to Cabinet Office Approval the Value can be uplifted to £50,000.00 excluding VAT.

REIMBURSABLE EXPENSES

Not permitted

PAYMENT METHOD

A PO will be raised once the Contract has been signed. Please ensure you have the PO number and WP2075 on all invoices.

The payment method for this Call-Off Contract is BACS monthly in arrears.

Each invoice shall be accompanied by a breakdown of the deliverables and services in sufficient detail to enable the Customer to validate the invoice. Payment in full on receipt of deliverables and their acceptance by the customer.

BUYER'S INVOICE ADDRESS:

Name: Cabinet Office

Email Address: [REDACTED]

Address: Cabinet Office, PO Box 405, SSCL, Phoenix House, Celtic Springs Business Park, Newport, NP10 8FZ.

BUYER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: [REDACTED]

Email address: [REDACTED]

Address: Government Digital Service. The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS.

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Name: [REDACTED]

Role: [REDACTED]

Email address: [REDACTED]

Address: Government Digital Service. The White Chapel Building, 10 Whitechapel High Street, London, E1 8QS.

BUYER'S ENVIRONMENTAL POLICY

Cabinet Office Environment policy, available at request. Please email GDS Commissioning Team (commissioning-digital@digital.cabinet-office.gov.uk / GDS-digital-buyer@digital.cabinet-office.gov.uk)

BUYER'S SECURITY POLICY

Cabinet Office Security Breach Policy, Physical Security Policy and Personnel Vetting Policy, all available on request. Please email GDS Commissioning Team (commissioning-digital@digital.cabinet-office.gov.uk / GDS-digital-buyer@digital.cabinet-office.gov.uk)

SUPPLIER'S AUTHORISED REPRESENTATIVE

Name: [REDACTED]

Role: [REDACTED]

Email address [REDACTED]

[REDACTED], Birmingham,
B15 3BE

SUPPLIER'S CONTRACT MANAGER

Name: [REDACTED]

Role: [REDACTED]

Email address: [REDACTED]

Address: Beech House, Greenfield Crescent, Edgbaston, Birmingham,
B15 3BE

PROGRESS REPORT FREQUENCY

Progress Report to be provided monthly. Please refer to Order Schedule 1 (Transparency Report).

PROGRESS MEETING FREQUENCY

Progress meeting frequency should be conducted on a monthly basis.

KEY STAFF

Name: [REDACTED]

Role: [REDACTED]

Email address: [REDACTED]

Address: Beech House, Greenfield Crescent, Edgbaston, Birmingham,
B15 3BE

Name: [REDACTED]
Role: [REDACTED]
Email address: [REDACTED]
Address: Beech House, Greenfield Crescent, Edgbaston, Birmingham,
B15 3BE

KEY SUBCONTRACTOR(S)

Not Applicable

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).

For and on behalf of the Supplier: BMG Research Ltd		For and on behalf of the Buyer: Cabinet Office	
Signature:		Signature:	
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]

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Date:	05/09/2022	Date:	7/09/2022
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