

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **PS24202 – Acas27354 - A process review of Acas's Codes of Practice**

THE BUYER: **The Advisory, Conciliation and Arbitration Service (Acas)**

BUYER ADDRESS: Acas National 14 Westfield Avenue Stratford
London E20 1HZ

THE SUPPLIER: I.F.F Research Limited

SUPPLIER ADDRESS: 5th Floor, St. Magnus House, 3 Lower Thames
Street, London, EC3R 6HD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 211574041

DPS SUPPLIER REGISTRATION SERVICE ID: 211288

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated Friday, 4th October 2024

It's issued under the DPS Contract with the reference number PS24202 for the provision of **a process review of Acas's Codes of Practice**.

DPS FILTER CATEGORY(IES):

Central Government, Process evaluation, Scoping Review, Stakeholder research, England, Wales, Scotland, Northern Ireland

DPS Schedule 6 (Order Form and Order Schedules)

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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) RM6126
3. The following Schedules in equal order of precedence:
 - **Joint Schedules for RM6126**
 - 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 PS24202**
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility) RM6126
6. 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

None

ORDER START DATE: Monday, 7th October 2024

ORDER EXPIRY DATE: Friday, 31st January 2025.

ORDER INITIAL PERIOD: 4 months

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DELIVERABLES

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.

In accordance with Clause 11.6, the Supplier's total aggregate liability in each Contract Year under Clause 14.8 is no more than the Data Protection Liability, being £1,000,000.00 excluding VAT.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment shall be made via BACS.

Invoices payable upon receipt of invoice and Purchase Order.

Payment shall be made on Acceptance of the Deliverables.

BUYER'S INVOICE ADDRESS:

Acas National 14 Westfield Avenue Stratford London E20 1HZ

BUYER'S AUTHORISED REPRESENTATIVE

BUYER'S ENVIRONMENTAL POLICY

Available online at: [Environmental policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/environmental-policy)

BUYER'S SECURITY POLICY

Available online at: <https://www.gov.uk/government/publications/security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

SUPPLIER'S CONTRACT MANAGER

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PROGRESS REPORT FREQUENCY

The Supplier will attend Progress Meetings with the Buyer as required for the project.

PROGRESS MEETING FREQUENCY

The Supplier will attend Progress Meetings with the Buyer as required for the project.

KEY STAFF

See details in Order Schedule 7 (Key supplier Staff)

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

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).