

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: Contract ref 16456
P_18919 HSAI Online Marketplace and Offender
Forums Research

THE BUYER: The Secretary of State for the Home Department

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

THE SUPPLIER: RAND Europe CIC

SUPPLIER ADDRESS: <Address Redacted>

REGISTRATION NUMBER: <Redacted>

DUNS NUMBER: <Redacted>

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 31/10/2025. It is issued under the DPS Framework with the reference number RM6126 for the provision of Research & Insights.

DPS FILTER CATEGORY(IES):

Digital Economy
Crime and policing
AI (Artificial Intelligence) and automation
Cyber security
Data privacy
Digital markets and platforms
IT
Content analysis
Data mining
Multivariate analysis

Regression analysis
Social media analysis
Thematic analysis
Time-series analysis / forecasting
Multivariate modelling
Quantitative
Qualitative
Mixed method (qualitative and quantitative)
Case studies
Impact evaluation
Experimental / quasi-experimental impact evaluation
Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)
Process evaluation
Systematic review (SR)
Rapid Evidence Assessment (REA)
Scoping Review
Literature Review / Narrative Review / Narrative Literature Review
Meta-analysis

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 01(Definitions and Interpretation) RM6126 DPS P_18919
3. The following Schedules in equal order of precedence:
 - Joint Schedules for **P_18919**
 - Joint Schedule 02 (Variation Form)
 - Joint Schedule 03 (Insurance Requirements)
 - Joint Schedule 04 (Commercially Sensitive Information)
 - Joint Schedule 06 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for **P_18919**
 - Order Schedule 01 (Transparency Reports)
 - Order Schedule 02 (Staff Transfer)
 - Order Schedule 03 (Continuous Improvement)
 - 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 16 (Benchmarking)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility)
6. Order Schedule 4 (Order Tender) – subject to 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

<Details Redacted>

ORDER START DATE: **06 November 2025**

ORDER EXPIRY DATE: **05 November 2026**

ORDER INITIAL PERIOD: 1 Year (12 months) (+ 1 Year extension Option)

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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is £209,011.74.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

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 because of:

- Indexation
- Specific Change in Law

REIMBURSABLE EXPENSES

As agreed between the Buyer and Supplier during contract delivery.

PAYMENT METHOD

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

All invoices will be submitted within 30 days of the service or product being delivered.

Before payment can be considered, each invoice must include a detailed breakdown of work completed and the associated costs.

The Buyer will pay the Supplier within 30 days of receipt of a valid invoice. All invoices will include a valid PO number.

BUYER'S INVOICE ADDRESS:

Accounts Payable
Home Office Shared Service Centre
HO Box 5015
Newport Gwent
NP20 9BB
United Kingdom
Tel: 03450 100125
Email: HOSupplierInvoices@homeoffice.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

<Name Redacted> Assistant Commercial Manager
The Home Office
2 Marsham Street | London | SW1P 4DP

BUYER'S CONTRACT MANAGER

<Name Redacted> Principal Research Officer
The Home Office
2 Marsham Street | London | SW1P 4DP

<Name Redacted> Senior Research Officer
The Home Office
2 Marsham Street | London | SW1P 4DP

BUYER'S ENVIRONMENTAL POLICY

The Contract will be delivered in accordance with the Greening Government Commitments 2021 to 2025 (or any future policy paper that supersedes this). Social Value will be delivered in accordance with The Social Value Model, as outlined in Procurement Policy Note 06/20.

BUYER'S SECURITY POLICY

Short form security requirements apply. See details within Call off Schedule 9 (Security).

The Supplier is required to abide by the specific security requirements identified within the contract.

The following requirements may apply to the staff assigned to the delivery of this contract prior to starting work:

- A minimum level of security clearance.
- Completion of security and data protection training and/or a security briefing.
- Declaration of any Conflicts of Interest.
- Completion of Non-Disclosure Agreement

SUPPLIER'S AUTHORISED REPRESENTATIVE

<Name Redacted> Interim Chief Financial and Operations Officer
<Redacted> <Address Redacted>

SUPPLIER'S CONTRACT MANAGER

Legal/Contract Manager
<Name Redacted> <Address Redacted>

PROGRESS REPORT FREQUENCY

Phase 1: Delivery of Scoping Report: a presentation of key findings from the first phase to Home Office and key stakeholders.

Phase 2: Delivery of Phase 2 Report: a presentation of the project to policy and other key stakeholders with an interest in the project (such as law enforcement stakeholders) to discuss key findings.

A bi-weekly Summary Report/ update: This will be expected from the Supplier and will include a short summary (approx. 1 page) of activity delivered to be shared with the Buyer: Project Lead.

PROGRESS MEETING FREQUENCY

Meeting Title	Type of Meeting	Who is to be present from HSG and Supplier
Initial Project Start-Initiate	Contract Mobilisation meeting	Supplier: Project Manager Buyer: Project Lead/Contract Mgr.

<p>Project meetings</p>	<p>Meetings related to delivery of the project. (business-asusual) Either weekly or fortnightly. tbc once Work Package SOR has been issued/and dependent upon the complexity of the research requirements.</p> <p>To include: A bi-weekly Summary Report/ update: This will be expected from the Supplier and will include a short summary (approx. 1 page) of activity delivered to be shared with the Buyer.</p> <p>As described in Section 13 below</p>	<p>Supplier: Project Manager Buyer: Project Lead/Contract Mgr.</p>
<p>Contract progress meeting (Phase 1 completion)</p>	<p>To discuss contract progress including milestones and payments. This also includes capacity, resourcing as well managing minor adjustment to the scope which does not require a change to contractual documentation.</p> <p>To include: A bi-weekly Summary Report/ update: This will be expected from the Supplier and will include a short summary (approx. 1 page)</p>	<p>Supplier: Project Manager Buyer: Project Lead/Contract Mgr.</p>

	<p>of activity delivered to be shared with the Buyer: described in Section 13 below To include a Summary Report as described in Section 13 below</p> <p>@1 month intervals</p>	
<p>Contract progress meeting (Phase 2 completion)</p>	<p>To discuss contract progress including milestones and payments.</p> <p>To include a Summary Report as described in Section 13 below</p> <p>@1 month intervals</p>	<p>Supplier: Project Manager Buyer: Project Lead/Contract Mgr.</p>
<p>Agreement of next steps and Phase (potential further work packages)</p>	<p>. tbc To discuss pipeline of further Work Packages and capacity and resourcing.</p>	<p>Supplier: Project Manager Buyer: Project Lead/Contract Mgr.</p>

KEY STAFF

<Name Redacted>

Research Leader

<Supplier address Redacted>

<Name Redacted>

Senior Analyst

<Supplier address Redacted>

KEY SUBCONTRACTOR(S)

<Redacted>

<Redacted>

<Redacted>

E-AUCTIONS

Not applicable

COMMERCIALY SENSITIVE INFORMATION

Detailed in Joint Schedule 4 (Commercially Sensitive Information)

SERVICE CREDITS

Contract KPIs which measure the success of the overall contract; and Project KPIs which will be agreed between the Parties and documented on the commissioning (Work Package) forms of each project.

See Service Levels (Schedule 14) for more information on KPIs;

If there is a Default, there will be 3 levels of escalation:

Level 1 – initial discussion to resolve

Meeting between The Authority and Supplier

Agree process and behaviour changes

Level 2 – Default

Immediate meeting between The Authority and the Supplier

Request Rectification Plan in accordance with Core Terms, clause 10.3

The Supplier shall ensure that any actions identified in the remedial action plan are met on time. Further, the Supplier will be expected to change its processes and procedures and/or investigate potential opportunities for improvements for the longer-term mitigations for Persistent Failures.

Level 3 – Termination

If performance has not improved (Persistent Failure) after more than one rectification plan Meeting between senior stakeholders (Authority and Supplier)

In accordance with Core Terms, clause 10.3 and 10.4.

In the unlikely event of failures occurring on a regular basis or if they are deemed to be severe in nature, then the Authority shall request a Rectification Plan (Joint Schedule 10). The Authority shall act reasonably when invoking these paragraphs.

If the Supplier fails to or is viewed to be unable to correct the faults detailed in the Rectification Plan, under Clause 10.4 (Ending the Contract), the Authority shall be entitled to terminate this Contract and/or the relevant Work Package(s).

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

To be determined at contract award based on Supplier's financial assessment.

<Redacted>

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:		For and on behalf of the Buyer:	
Signature:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	Interim CFOO	Role:	HSG Commercial Practitioner

DPS Schedule 6 (Order Form Template and Order Schedules) Crown
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Date:	6th November 2025	Date:	7 th Nov 2025
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