

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

## Order Form

ORDER REFERENCE: CCZZ22A09

THE BUYER: Cabinet Office

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**

THE SUPPLIER: Basis Social

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**

REGISTRATION NUMBER: 13073488

DUNS NUMBER: 227526959

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form.

It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier]

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 30th September 2022.

It's issued under the DPS Contract with the reference number CCZZ22A09 for the provision of Provision of Qualitative Analysis of Terminology Relating to People's Ethnic Identity.

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

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DPS FILTER CATEGORY(IES):

RM6126 – Research and Insights DPS

### 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) CCZZ22A09
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126
    - Joint Schedule 1 (Definitions)
    - Joint Schedule 2 (Variation form)
    - Joint Schedule 3 (insurance requirements)
    - Joint Schedule 4 (commercially sensitive information)
    - Joint Schedule 5 (Corporate social responsibility)
    - Joint Schedule 10 (Rectification plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for RM6126
    - 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 14 (Service Levels)
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) CCZZ22A09

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

Not applicable

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ORDER START DATE: 30th September 2022

ORDER EXPIRY DATE: 28<sup>th</sup> February 2023

ORDER INITIAL PERIOD: 5 (five) months

### DELIVERABLES

1.

Milestone/Deliverable	Description	Timeframe or Delivery Date
1	Develop topic guides; agree focus group sampling parameters	30th September
2	Begin recruitment of participants for focus groups; Sign-off materials and topic guides to be used for the focus groups.	Week commencing 10 <sup>th</sup> October
3	Conduct focus groups	4th to 17th November
4	Provide provisional thematic analysis and identify any gaps or further research needs	December
5	Final report drafted for review	January
6	Final report published	January / February 2023

### MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated 5 (five) month charges used to calculate liability in the contract period is £54,260

### ORDER CHARGES

The charges for the Deliverables are £54,260.

### REIMBURSABLE EXPENSES

**None**

### PAYMENT METHOD

Invoice

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

All invoices should be sent directly to Accounts Payable at SSCL.

**BUYER'S INVOICE ADDRESS:**

Please send all electronic invoices to our shared service provider at :

**REDACTED TEXT under FOIA Section 40, Personal Information**

**BUYER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**BUYER'S ENVIRONMENTAL POLICY**

Cabinet Office Environmental Policy Statement available online at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

**BUYER'S SECURITY POLICY**

Appended at Order Schedule 9

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**SUPPLIER'S CONTRACT MANAGER**

**REDACTED TEXT under FOIA Section 40, Personal Information**

**PROGRESS REPORT FREQUENCY**

As part of the management of the survey the Supplier will be required to produce and submit the following management information to the Authority:

- Brief weekly progress updates – to update on progress towards milestones and management of risks arising. The format of these reports should be agreed with the Authority and submitted in advance of the teleconference.
- Fieldwork updates (frequency to be agreed) – to outline response rates and progress towards targets.
- Monthly contract review updates - to review adherence to objectives and milestones, and consider any course correction required.

**PROGRESS MEETING FREQUENCY**

**Weekly virtual meetings**

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**

KEY SUBCONTRACTOR(S)

**REDACTED TEXT under FOIA Section 40, Personal Information**

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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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)]

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<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>	Role:	<b>REDACTED TEXT under FOIA Section 40, Personal Information</b>
Date:		Date:	