

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **C293220**

CONTRACT TITLE: Independent Evaluation for NBN

THE BUYER: **UK Health Security Agency**

BUYER ADDRESS 10 South Colonnade, Canary Wharf, London

THE SUPPLIER: IPSOS UK Limited

SUPPLIER ADDRESS: Ipsos, 3 Thomas More Square, London, E1W 1YW

REGISTRATION NUMBER: 01640855

DUNS NUMBER: 227257185

DPS SUPPLIER REGISTRATION SERVICE ID: XXXXXXXXXX

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **14 November 2024**. It is issued under the DPS Contract with the reference number RM6126 for the provision of Independent Evaluation of the outcomes and impacts of the National Biosurveillance Network (NBN) programme

DPS FILTER CATEGORY(IES):

- Agriculture,
- Food standards and safety,
- Central Government,
- Public health,
- Impact evaluation,
- Experimental / quasi-experimental impact evaluation,
- Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling),
- Realist evaluation,
- Synthesis evaluation,
- Process evaluation,
- Value-for-money evaluation,
- Evaluation scoping / evaluability assessment,

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- Academics,
- Civil servants,
- Healthcare,
- NGOs (non-governmental organisations),
- Regulated professions,
- Vets,
- England

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. DPS Special Terms
4. 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 RM6126
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details) and Expenses Policy
 - 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 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) RM6126
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

None

ORDER START DATE: **14th November 2024**

ORDER EXPIRY DATE: **31st March 2025**

ORDER INITIAL PERIOD: **5 months**

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 £92,998.00 **(ex VAT)** Estimated Charges in the first 12 months of the Contract.

ORDER CHARGES

Fixed Price as per Order Schedule 5 – Pricing Details.

See details in Order Schedule 5 (Pricing Details)

Where non-UK Supplier Staff (including Subcontractors) are used to provide any element of the Deliverables under this Call-Off Contract, the applicable rate card(s) shall be incorporated into Call-Off Schedule 5 (Pricing Details) and the Supplier shall, charge the Buyer a rate no greater than those set out in Pricing Schedule 5, for the Supplier Staff undertaking that element of work on the Deliverables.

If the Buyer terminates the Call-Off without cause, the Buyer agrees to pay the Supplier, on a time and materials basis, for all work-in-progress and services performed prior to the date of termination, up to the applicable milestone cap. In the event Supplier is prevented from delivering a milestone due to a failure by the Buyer to deliver its responsibilities or a force majeure event, the Buyer agrees to pay the Supplier, on a time and materials basis, for all work-in-progress and services performed in respect of such milestone, up to the applicable milestone cap.

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

Monthly in arrears by BACs or alternative payment method as agreed between the Buyer and the Supplier. Only invoices with a valid UKHSA PO number will be paid. Submitted invoices must be accompanied by supporting information including:

- completed timesheets for amounts set out in the relevant invoice (where charges are on a T&M basis); and such other information as the Buyer (acting reasonably) may require in order to verify the invoiced amounts.

BUYER'S INVOICE ADDRESS:

[REDACTED]

UK Health Security Agency
Manor Farm Road, Porton Down
Salisbury

SP4 0JG
UKHSA VAT No: GB888851648

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

[Environmental policy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/environmental-policy)

BUYER'S SECURITY POLICY

[Security policy framework: protecting government assets - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/policies/security-policy-framework-protecting-government-assets)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

Ipsos UK, 3 Thomas More Square, London, E1W 1YW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

Ipsos UK, 4 Wemyss Place, Edinburgh EH3 6DH

[REDACTED]
[REDACTED]
[REDACTED]

Ipsos UK, 3 Thomas More Square, London, E1W 1YW

PROGRESS REPORT FREQUENCY

Weekly and Monthly Performance Meetings as set out in Order Schedule 15 -
Contract Management and Order Schedule 20 Specification

PROGRESS MEETING FREQUENCY

Weekly and Monthly Performance Meetings as set out in Order Schedule 15 -
Contract Management and Order Schedule 20 Specification

KEY STAFF

	Address
	Ipsos UK, 4 Wemyss Place, Edinburgh EH3 6DH
	Ipsos UK, 3 Thomas More Square, London, E1W 1YW

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier Tender response and Supplier pricing

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:	For and on behalf of the Buyer:
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