

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

## Order Form

ORDER REFERENCE: RM6126

THE BUYER: Department for Education (DfE)

BUYER ADDRESS: Sanctuary Buildings, Great Smith Street,  
Westminster, SW1P 3BT

THE SUPPLIER: IPSOS

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

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 03/11/2025. It's issued under the DPS Contract with the reference number RM6126 for the provision of the Early Adopters Breakfast Club Evaluation

DPS FILTER CATEGORY(IES):  
Primary, Process Evaluation, School-age children/young people

## 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. DPS Special Terms
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126
    - Joint Schedule 1 (Definitions and Interpretation)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information) *the suppliers bid is deemed as commercially sensitive so has not been included.*



ITT\_Attachment 3  
Statement of Requirer

- Joint Schedule 5 is covered in '6.' Below, and *must* be included
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Order Schedules for RM6126
  - Order Schedule 2 (Staff Transfer)
  - Order Schedule 4 is covered in '7.' Below, and should be included
  - Order Schedule 5 (Pricing Details) - *not included - deemed as commercially sensitive*
  - 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 18 (Background Checks)
  - Order Schedule 20 (Order Specification)

#### 4. CCS Core Terms (DPS version) v1.0.3



RM6126 DPS Core Terms v1.0.pdf

5. Joint Schedule 5 (Corporate Social Responsibility)
6. 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.

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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:

Special Term 1. Safeguarding Children and Vulnerable Adults

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services and ICT Contracts



Special Terms - Research updated Oct.24.pdf

ORDER START DATE: [03/11/2025]

ORDER EXPIRY DATE: [28/08/2026]

ORDER INITIAL PERIOD: [10 Months]

### DELIVERABLES

See details in Order Schedule 20 (Order Specification)

Ipsos will agree quality monitoring metrics with the Department during the project inception. Ipsos will provide data to monitor performance against the agreed regularly; and where performance does not meet or exceed the agreed monitoring metrics, Ipsos shall take all reasonable endeavours to address this.

### 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 £199,869.22

### ORDER CHARGES

Order charge documentation is here:



### REIMBURSABLE EXPENSES

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Underspend in research incentives shall be reimbursed to the Department shortly after the completion of the relevant research activity.

### PAYMENT METHOD

Payment by completion of work against milestones included within the contract. Invoices must include a valid Purchase Order number and be sent via email in pdf format to: [AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk)

### BUYER'S INVOICE ADDRESS:

Department for Education, Sanctuary Buildings, Great Smith Street,  
London SW1P 3BT

Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to

[AccountsPayable.OCR@education.gov.uk](mailto:AccountsPayable.OCR@education.gov.uk)

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]

Department for Education, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

### BUYER'S ENVIRONMENTAL POLICY



Available here:

[CT196 - Environmental Policy in Procurement.pdf](#)

### BUYER'S SECURITY POLICY



Available here:

[Department Security requirements.pdf](#)

### SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]  
[REDACTED]

3 Thomas More Square, London, E1W 1YW

### SUPPLIER'S CONTRACT MANAGER

[REDACTED]

3 Thomas More Square, London, E1W 1YW

### SUPPLIER'S ENVIRONMENTAL POLICY

Available here: [REDACTED]

### SUPPLIER'S SECURITY POLICY

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Available here: [REDACTED]

**PROGRESS REPORT FREQUENCY**

Weekly on Tuesdays, excluding Christmas holiday, for verbal reports. Written reports where necessary should be delivered at least a full working day prior to weekly management meetings

**PROGRESS MEETING FREQUENCY**

Weekly on Tuesdays, excluding Christmas holiday.

**KEY SUPPLIER STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

[REDACTED]

**E-AUCTIONS**

NA

**COMMERCIALLY SENSITIVE INFORMATION**

All pricing schedules associated with the bid are commercially sensitive.

**SERVICE CREDITS**

NA

**ADDITIONAL INSURANCES**

NA

**GUARANTEE**

NA

**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:		Role:	
Date:		Date:	