

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **PR2023 071**

THE BUYER: **The Crown Prosecution Service**

BUYER ADDRESS **Zone A, 10th Floor, The Crown Prosecution Service, 102 Petty France, Westminster, London, SW1H 9EA**

THE SUPPLIER: National Centre for Social Research

SUPPLIER ADDRESS: 35 Northampton Square, London, EC1V 0AX

REGISTRATION NUMBER: Charity: 04392418

DUNS NUMBER: **424047426**

DPS SUPPLIER REGISTRATION SERVICE ID: N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 21st September 2023.

It's issued under the DPS Contract with the reference number RM6126 Research and Insights for the provision of Evaluation Services to the CPS.

DPS FILTER CATEGORY(IES):

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, 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) **DPS Contract Reference Number RM6126 Research and Insights**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6126 Research and Insights
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors) Not to be used
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee) Not to be used
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility) Not to be used
 - Order Schedules for **PR2023 071** Order reference number
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer) Not to be used
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 8 (Business Continuity and Disaster Recovery) Not to be used
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management) Not to be used
 - Order Schedule 12 (Clustering) Not to be used
 - Order Schedule 14 (Service Levels) Not to be used
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 16 (Benchmarking) Not to be used
 - Order Schedule 17 (MOD Terms) Not to be used
 - Order Schedule 18 (Background Checks)
 - Order Schedule 19 (Scottish Law) Not to be used
 - Order Schedule 20 (Order Specification)
 - Order Schedule 21 (Northern Ireland Law) Not to be used
 - Order Schedule 23 (HMRC Terms) Not to be used

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5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126** DPS Contract reference number (PR2023 071 – Evaluation Services)
7. 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

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: **2nd October 2023**

ORDER EXPIRY DATE: **31st March 2024**

ORDER INITIAL PERIOD: **6 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 £346,052.00

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]
- [Benchmarking using Order Schedule 16 (Benchmarking)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment schedule aligned to contract deliverables

- **Redacted under FOIA Section 40, Personal Information.**

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The Buyer requires all ordering and payment procedures to be conducted via the current CPS purchase to pay system. The Buyer will provide guidance for the registration and use of the current CPS system. The Buyer will sponsor the Supplier to use this system and no costs will be incurred by the Supplier.

BUYER'S INVOICE ADDRESS:

Finance Business Services
Suite A, First Floor
2 Navigation Walk
Wakefield
WF1 5RH

BUYER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA Section 40, Personal Information

Strategic Sourcing – Commercial Manager

Commercialinbox@cps.gov.uk

Zone A, 10th Floor

Crown Prosecution Service

102 Petty France

Westminster

London

SW1H 9EA

BUYER'S SECURITY POLICY

CPS Security Policy – April 2023

SUPPLIER'S AUTHORISED REPRESENTATIVE

Redacted under FOIA Section 40, Personal Information

[Redacted]

Redacted under FOIA Section 40, Personal Information

35 Northampton Square

London

EC1V 0AX

SUPPLIER'S CONTRACT MANAGER

Redacted under FOIA Section 40, Personal Information

[Redacted]

[Redacted]

35 Northampton Square

London

EC1V 0AX

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month unless otherwise agreed between the CPS and NatCen.

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter unless otherwise agreed between the CPS and NatCen.

KEY STAFF

National Centre for Social Research - NatCen

Redacted under FOIA Section 40, Personal Information.

35 Northampton Square
London
EC1V 0AX

Redacted under FOIA Section 40, Personal Information.

Scotiabank House
2nd floor
6 South Charlotte Street
Edinburgh
EH2 4AW

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35 Northampton Square
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KEY SUBCONTRACTOR(S)

WPI Economics

Redacted under FOIA Section 40, Personal Information.

11 Tufton St.
London
SW1P 3QB

Redacted under FOIA Section 40, Personal Information.

11 Tufton St.
London
SW1P 3QB

Redacted under FOIA Section 40, Personal Information.

11 Tufton St.
London
SW1P 3QB

E-AUCTIONS
Not applicable

COMMERCIALLY SENSITIVE INFORMATION
Supplier's Commercially Sensitive Information

SERVICE CREDITS
Not applicable

ADDITIONAL INSURANCES
Not applicable

GUARANTEE
Not applicable

SOCIAL VALUE COMMITMENT
RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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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) and the Social Value activities detailed in the Supplier's proposal.

Social value will be discussed at the monthly progress meetings, but a Social Value update will be provided at the 3-month point. A final report will be provided at the end of the contract detailing what social value was generated.

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	Redacted under FOIA Section 40, Personal Information. Redacted under FOIA Section 40, Personal Information.	Signature:	Redacted under FOIA Section 40, Personal Information.
Name:	Redacted under FOIA Section 40, Personal Information.	Name:	Redacted under FOIA Section 40, Personal Information.
Role:	Redacted under FOIA Section 40, Personal Information.	Role:	Redacted under FOIA Section 40, Personal Information.
Date:	10/11/2023	Date:	14/11/2023