

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

## Order Form

ORDER REFERENCE:	CCZZ23A32
THE BUYER:	Cabinet Office
BUYER ADDRESS	70 Whitehall London Greater London SW1A 2AS England
THE SUPPLIER:	Basis Social
SUPPLIER ADDRESS:	Shaw Gibbs Llp  264  Banbury Road  Oxford  OX2 7DY
REGISTRATION NUMBER:	13073488
DUNS NUMBER:	227526959

This Order Form is for the provision of the Deliverables and dated 1<sup>st</sup> December 2023.

It's issued under the DPS Contract with the reference number RM6126 Research and Insights DPS for the provision of qualitative research services.

DPS FILTER CATEGORY(IES):

RM6126 Research and Insights DPS Lot 1

Subject: Diversity/Equality and protected characteristics

Methods: Qualitative, focus groups, depth interviews

Respondents: All ethnic minority groups

Geography: All UK countries

## 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 Research and Insights DPS
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126 Research and Insights DPS
    - Joint Schedule 1 (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for CCZZ23A32
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 2 (Staff Transfer)
    - Order Schedule 3 (Continuous Improvement)
    - 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) RM6126 Research and Insights DPS
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

Not Applicable

ORDER START DATE: 6th December 2023

ORDER EXPIRY DATE: 7th June 2024

ORDER INITIAL PERIOD: 7 (seven 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 £45,000.00 excluding VAT.

#### ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

Payments will be made via invoice.

All invoices should be sent directly to **REDACTED TEXT under FOIA Section 40, Personal Information**

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to our shared service provider at: **REDACTED TEXT under FOIA Section 40, Personal Information** copying in **REDACTED TEXT under FOIA Section 40, Personal Information**

#### BUYER'S INVOICE ADDRESS:

**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**

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

**KEY SUBCONTRACTOR(S)**  
Not Applicable

**E-AUCTIONS**  
Not Applicable

**COMMERCIALLY SENSITIVE INFORMATION**  
Not applicable

**SERVICE CREDITS**  
Not Applicable

**ADDITIONAL INSURANCES**  
Not applicable

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

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**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:	
Signature:	REDACTED TEXT under FOIA Section 40, Personal Information	Signature:	REDACTED TEXT under FOIA Section 40, Personal Information
Name:	REDACTED TEXT under FOIA Section 40, Personal Information	Name:	REDACTED TEXT under FOIA Section 40, Personal Information
Role:	REDACTED TEXT under FOIA Section 40, Personal Information	Role:	REDACTED TEXT under FOIA Section 40, Personal Information
Date:	REDACTED TEXT under FOIA Section 40, Personal Information	Date:	REDACTED TEXT under FOIA Section 40, Personal Information