

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

## Order Form

ORDER REFERENCE: **25852 Household Support Fund ECM\_11311**

BUYER: Department for Work and Pensions (DWP)

BUYER ADDRESS: Caxton House, Tothill Street, London, SW1H 9DA

THE SUPPLIER: Ipsos

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

REGISTRATION NUMBER: 948470

DUNS NUMBER:

DPS SUPPLIER REGISTRATION SERVICE ID:

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 17/08/23. It's issued under the DPS Contract with the reference number RM6126 Research & insights for the provision of Household Support Fund

### 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 RM6126 Research & Insights
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126 Research & Insights
    - Joint Schedule 1 (Definitions)
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)

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

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- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 6 (Key Subcontractors)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)
- Joint Schedule 12 (Supply Chain Visibility)
  
- Order Schedules: -
  - 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 10 (Exit Management)
  - Order Schedule 14 (Service Levels)
  - Order Schedule 15 (Order Contract Management)
  - Order Schedule 20 (Order Specification)
  
- 4. CCS Core Terms (DPS version) v1.0.3
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research & Insights
- 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

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:** 21/08/23

**ORDER EXPIRY DATE:** 20/08/24

**ORDER INITIAL PERIOD:** 12 months initial period (with an option to extend up to 4 months)

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### 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 £425,013.75

### ORDER CHARGES

**Maximum contract value £425,013.75** - See full details in Order Schedule 5 (Pricing Details)

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Electronic invoice containing purchase order number  
Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

### BUYER'S INVOICE ADDRESS:

Invoices must contain the purchase order number and submitted to SSCL by email to [APinvoices-DWP-U@gov.sscl.com](mailto:APinvoices-DWP-U@gov.sscl.com). Copy invoice to DWP Contract Manager (contact details to be supplied)

### BUYER'S AUTHORISED REPRESENTATIVE

Grace Gibson

Grace.Gibson@dwp.gov.uk

### SUPPLIER'S AUTHORISED REPRESENTATIVE

Ashley Ames

Ashley.Ames@ipsos.com

### SUPPLIER'S CONTRACT MANAGER

Andrew Shaw

Andrew.Shaw@ipsos.com

## PROGRESS REPORT FREQUENCY

**Weekly**

## PROGRESS MEETING FREQUENCY

**Quarterly**

### KEY STAFF

Ashley Ames

**Research Director**

Ashley.Ames@ipsos.com

Richard Lloyd

**Research Director**

Richard.Lloyd@ipsos.com

Andrew Shaw

**Associate Director**

Andrew.Shaw@ipsos.com

Stephen Finlay

**Research Director**

Stephen.Finlay@ipsos.com

## KEY SUBCONTRACTOR(S)

Trading Name(s): **Paton-Williamson Ltd**

Registered Address(ees) and Contact Details: The Old Court Yard 8 Stratton Audley Manor, Mill Road, Stratton Audley, Oxon, OX27 9AR. 07831 702513.

Goods/Services to be provided: Recruitment

Trading Name(s): **Criteria Fieldwork Limited**

Registered Address(ees) and Contact Details: 144 Liverpool Road, London, N1 1LA. 020 7431 4388.

Goods/Services to be provided: Recruitment

Trading Name(s): **Take Note Ltd**

Registered Address(ees) and Contact Details: 35a Britannia Row, London N1 8QH; 020 7704 0863.

Goods/Services to be provided: Transcription specialist

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**COMMERCIALLY SENSITIVE INFORMATION**

Our tender response (proposal) is commercially sensitive information.

**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

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	Redacted	Signature:	Redacted
Name:		Name:	
Role:	Research Director	Role:	Category Lead
Date:	31/08/23	Date:	31/08/2023