

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

## **Order Form**

ORDER REFERENCE: **C125726**

THE BUYER: **Secretary of State for Health and Social Care acting as part of the Crown ("Buyer")**

BUYER ADDRESS 39 Victoria Street, London, SW1H 0EU

THE SUPPLIER: **IPSOS (MARKET RESEARCH) LTD (Trading as Ipsos UK)**

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

REGISTRATION NUMBER: 948470

DUNS NUMBER: 22-725-7185

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-ABE7ZEU

### **APPLICABLE DPS CONTRACT**

This Order Form is for the provision of the Deliverables and dated 14/06/2023. It is issued under the DPS Contract with the reference number CCS Research and Insights DPS RM6126 for the provision of the services of commissioning of a National landscape report on cyber and data protection in adult social care.

**DPS FILTER CATEGORY(IES):**  
The following filters have been applied:

Cyber security, Data privacy, Content analysis, Financial analysis (incl. cost-benefit analysis, return on investment analysis), Impact assessment, Mobile / app data analysis, Performance analysis, Risk analysis, Social media analysis, Demographic modelling, Risk modelling, Quantitative, Qualitative

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

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### 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) **C125726**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for C125726
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 5 (Corporate Social Responsibility) - RM6126 - Research & Insights DPS
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for C125726
    - Order Schedule 1 (Transparency Reports)
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 9 (Security) Part A applies
    - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Order Schedule 4 (Order Tender- Supplier's Response).

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 Terms and Conditions Section Services clause 3.3.1 shall be replaced with the wording "Late Delivery of the Services may be a Default of an Order Contract."

DHSC to provide the Supplier with the Intended publication date and contents two weeks before the intended publication.

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

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ORDER START DATE: **5 July 2023**ORDER EXPIRY DATE: **31 March 2024**ORDER INITIAL PERIOD: **9 Months****DELIVERABLES**

See details in Order Schedule 20 (Order Specification).

**KEY PERFORMANCE INDICATORS**

No	Indicator Description	Performance Monitoring Period	Good (=Target)	Approaching Target	Requires Improvement	Inadequacy (=Critical Service Level Failure)
1	Meets the Authority's requests for briefings and information within time limits specified by the Authority	Monthly	All requests are fully met within the deadlines outlined by the authority, all briefings will be given due notice except in the case that urgent requests are made outside of the Authority's control.	All requests are fully met with adjustments made to the original deadlines set.	Briefing requests with due notice are met, however requests for urgent briefings are not met.	Requests are not met
2	Data gathered throughout the contract timeframe is accessible and shared with the Authority, but will not be used other than to draw conclusions about progress and data quality.	Monthly	Quantitative data on number of cases and key survey measures is provided weekly to the authority as a response update with additional anonymised data provided during the data gathering process on request. Weekly updates on progress towards qualitative quotas provided with additional	Quantitative data on number of cases and key survey measures is provided weekly to the authority as a response update. Weekly updates on progress towards qualitative quotas provided.	Quantitative data on number of cases and key survey measures is provided less often than weekly to the authority as a response update or does not contain the required information. Updates on progress towards qualitative quotas	No updates on progress are provided during fieldwork

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
Crown Copyright 2021

No	Indicator Description	Performance Monitoring Period	Good (=Target)	Approaching Target	Requires Improvement	Inadequacy (=Critical Service Level Failure)
			updates available on request.		provided less often than weekly or do not contain the required information.	
3	Data is provided to the authority at the end of the contract	Upon completion of the research	Anonymised quantitative data and insights from qualitative data are shared in an interim form during fieldwork and in full at the end of the project according to project timetable	Anonymised quantitative data and insights from qualitative data are shared in full at the end of the project according to the project timetable	Anonymised quantitative data or insights from qualitative data are shared partially at the end of the project, or in full but later than the timetable (without authority agreement).	Quantitative and Qualitative data are not shared with the authority
4	Incremental updates on the stages of the report writing process following the end of the data gathering portion of the contract.	Monthly	Outline of the report is provided to the authority for sight and sign-off and provision of the first chapter provided for review, following that there will be weekly updates on progress provided to the authority.	The report is shared upon completion with weekly updates on progress provided to the authority.	The report is shared at the end of the project	The report is not produced
	Production of a project plan at the end of the scoping phase.	Upon completion of the project plan	There will be weekly conversations with the contract manager and stakeholders to shape the plan and the plan will	There will be weekly conversations to update on the plan and the plan will be delivered at the end of the scoping phase.	The project plan will be delivered at the end of the scoping phase.	The project plan is not delivered.

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
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No	Indicator Description	Performance Monitoring Period	Good (=Target)	Approaching Target	Requires Improvement	Inadequacy (=Critical Service Level Failure)
			be delivered at the end of the scoping phase.			

**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract shall be £ **Redacted in line**.

The Estimated Year 1 Charges the first Contract Year:  
 £538,800.00 (Inclusive of VAT).

**ORDER CHARGES**

the Charges for the Deliverables shall be as follows:

All prices are in Great British Pounds (£).

The pricing includes all expenses.

All pricing is exclusive of VAT, unless specified otherwise.

The total price for the project: £449,000 (exclusive of VAT).

**Redacted in line with Section 43 of The FOIA**


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

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<b>Redacted in line with Section 43 of The FOIA</b>	<b>Redacted in line with Section 43 of The FOIA</b>
<b>Total Project Price</b>	<b>£449,000 + VAT</b>

**REIMBURSABLE EXPENSES**

Not Applicable.

**PAYMENT METHOD AND BUYER'S INVOICE ADDRESS:**

A draft invoice must be sent to the Buyer's Authorised Representative for verification and approval.

All invoices must be sent, quoting a valid purchase order number (PO Number), to:

Department of Health and Social Care  
39 Victoria Street  
London  
SW1H 0EU.

Or email: **Redacted in line with Section 43 of The FOIA**

**BUYER'S AUTHORISED REPRESENTATIVE**

**Redacted in line with**  
Commercial Manager  
Commercial Manager – Wider Professional services  
Commercial Lifecycle Operations  
Department of Health and Social Care  
39 Victoria Street, London, SW1H 0EU  
**Redacted in line with Section 40 of The FOIA**

**BUYER'S CONTACT MANAGER**

**Redacted in line with**  
Cyber Security Policy Manager for Adult Social Care DHSC & NHS Joint Digital Policy Unit  
Department of Health and Social Care  
39 Victoria St, London, SW1H 0EU  
**Redacted in line with Section 40 of The FOIA**

**BUYER'S ENVIRONMENTAL POLICY**

Not Applicable.

**BUYER'S SECURITY POLICY**

Not Applicable.

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
Crown Copyright 2021

SUPPLIER'S AUTHORISED REPRESENTATIVE

**Redacted in line with Section**  
3 Thomas More Square  
London, E1W 1YW

SUPPLIER'S CONTRACT MANAGER

**Redacted in line with Section 40 of The FOIA**  
3 Thomas More Square  
London, E1W 1YW

PROGRESS REPORT FREQUENCY  
WIP and forward- looking reporting to be agreed at the initial meeting.

PROGRESS MEETING FREQUENCY  
To be agreed.

KEY STAFF  
Not Applicable.

KEY SUBCONTRACTOR(S)  
Institute of Public Care, **Redacted in line with Section 43** **Redacted in line with Section 40 of The**  
**Redacted in line with Section 40 of The FOIA**

**Redacted in line with Section 40 of The FOIA**

E-AUCTIONS  
Not applicable.

COMMERCIALLY SENSITIVE INFORMATION  
Supplier's Commercially Sensitive Information, if applicable.

SERVICE CREDITS  
Not applicable

**DPS Schedule 6 (Order Form Template and Order Schedules)**  
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**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:
DocuSigned by: Redacted in line with Section 40 of The FOIA Full Name: Redacted Job Title/Role: Redacted in line with Section 40 of	DocuSigned by: Redacted in line with Section 40 of The FOIA Full Name: Redacted Job Title/Role: Redacted in line with Section 40 of The FOIA
Date Signed: 03.08.2023	Date Signed: 03/08/2023

ry Manager

**Attachments:**

- Joint Schedule 1(Definitions and Interpretation):



DPS Joint Schedule 1  
- Definitions

- DPS Joint Schedules:



Joint Schedule 2  
Variation Form



Joint Schedule 3 -  
Insurance Requireme



Joint Schedule 4  
(Commercially Sensiti

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Joint Schedule 5  
(Corporate Social Res



Joint Schedule 10  
(Rectification Plan)



DPS Joint Schedule  
11 - Processing Data

Order Schedules for C125726:



DPS-Order-Schedule  
-1-Transparency-Rep



DPS-Order-Schedule  
-3-Continuous-Impro



DPS-Order-Schedule  
-7-Key-Supplier-Staff



DPS-Order-Schedule  
-9-Security-v1.1.pdf



DPS-Order-Schedule  
-20-Specification-v1.0

CCS Core Terms (DPS version) v1.0.3:



RM6126-Core-Terms  
.odt

• Order Schedule 4 (Order Tender- Supplier's Response):

**Redacted in  
line with  
Section 43 of  
The FOIA**