

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

### Order Form

|                      |   |
|----------------------|---|
| ORDER REFERENCE:     | <b>CPD4124232</b><br>Process and Impact Evaluation of the Electoral Integrity Programme (EIP) |
| THE BUYER:           | Department for Levelling Up, Housing & Communities ("DLUHC")                                  |
| BUYER ADDRESS        | 2 Marsham Street, London, SW1P 4DF  |
| THE SUPPLIER:        | IFF Research  |
| SUPPLIER ADDRESS:    | St. Magnus House, 3 Lower Thames Street,<br>London, EC3R 6HD                                  |
| REGISTRATION NUMBER: | 00849983  |
| DUNS NUMBER:         | 211574041   |

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 7 June 2023. It's issued under the DPS Contract with the reference number RM6126 (Research and Insights) for the provision of Evaluation of Electoral Integrity Programme.

DPS FILTER CATEGORY(IES):  
Public Polling

## 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)**
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)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
  - Order Schedules for **RM6126 (Research and Insights)**
    - 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 9 (Security)
    - Order Schedule 14 (Services Levels)
    - Order Schedule 15 (Order Contract Management)
    - 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)
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

The following Special Terms are incorporated into this Order Contract:

Special Term 1: Contract will be delivered under English Law

ORDER START DATE: **30 May 2023**

ORDER EXPIRY DATE: **29 May 2025** (see 'Order Initial Period' below)

**ORDER INITIAL PERIOD:**

Two (2) years for wave 1 and wave 2, in the event the UK General Election for 2024/2025 is beyond the two-year period, the contract expiration shall be three (3) months after the UK general election, whichever is latest. There will be the option to extend the call-off contract for a further 12 months. The extension shall be on the same terms as this Order Form.

**DELIVERABLES**

See details in Order Schedule 20 (Order Specification) and Order Schedule 4 (Order Tender).

**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms and shall be amended as follows:

*"Each Party's liability (for a single event) in each Contract Year under each Order Contract (whether in tort, contract or otherwise) is no more than five million pounds (£5,000,000)."*

**ORDER CHARGES**

|              | <b>Subtotal</b>   | <b>VAT</b>        | <b>Subtotal + VAT</b> |
|--------------|-------------------|-------------------|-----------------------|
| Wave 1       | [REDACTED]        | [REDACTED]        | [REDACTED]            |
| Wave 2       | [REDACTED]        | [REDACTED]        | [REDACTED]            |
| <b>Total</b> | <b>[REDACTED]</b> | <b>[REDACTED]</b> | <b>[REDACTED]</b>     |

Full details are set out 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:

- Specific Change in Law

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

Fixed price milestone payments (percentage of project price)

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

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BUYER'S INVOICE ADDRESS:

[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVES

[REDACTED]

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Available online at:

<https://www.gov.uk/government/collections/greening-government-commitments>

BUYER'S SECURITY POLICY

Available online at:

<https://www.gov.uk/government/publications/security-policy-framework/hmg-security-policy-framework>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Order Schedule 15 (Order Contract Management)

PROGRESS MEETING FREQUENCY

Order Schedule 15 (Order Contract Management)

KEY STAFF

As per Order Schedule 7 (Key Supplier Staff)

E-AUCTIONS

Not applicable

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### COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4 (Commercially Sensitive Information).

### SERVICE CREDITS

Not applicable

### ADDITIONAL INSURANCES

Details of Additional Insurances required in accordance with Joint Schedule 3 (Insurance Requirements) with the following amendments:

- 1.1 professional indemnity insurance with cover (for a single event) of not less than five million pounds (£5,000,000);
- 1.2 public liability insurance with cover (for a single event) of not less than five million pounds (£5,000,000); and
- 1.3 employers' liability insurance with cover (for a single event) of not less than five million pounds (£5,000,000).

### GUARANTEE

The Supplier must have a Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee).

### 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), Suppliers Bid Proposal and Pricing Schedule.

| For and on behalf of the Supplier: |                            | For and on behalf of the Buyer: |                            |
|------------------------------------|----------------------------|---------------------------------|----------------------------|
| Signature:                         | [REDACTED]                 | Signature:                      | [REDACTED]                 |
| Name:                              | [REDACTED]                 | Name:                           | [REDACTED]                 |
| Role:                              | [REDACTED]                 | Role:                           | [REDACTED]                 |
| Date:                              | 08 <sup>th</sup> June 2023 | Date:                           | 09 <sup>th</sup> June 2023 |