



Crown Commercial Service

Call-Off Order Form Schedule 6 for RM6126 Research and Insights DPS for the provision of Research Services

con_23129

Crime Reform Evaluation Feasibility Study

Framework Schedule 6 (Order Form and Call-Off Schedules)

Order Form

Applicable Framework Contract

This Order Form is for the provision of the Deliverables and dated TBC.

| | |
|------------------------------------|--|
| CONTRACT REFERENCE: | con_23129 |
| | |
| THE BUYER: | [REDACTED] |
| BUYER ADDRESS: | Ministry of Justice, Commercial & Contract Management Directorate (CCMD), 1st floor, 5 Wellington Place, Leeds, LS1 4AP |
| | |
| THE CUSTOMER: | [REDACTED] |
| CUSTOMER ADDRESS: | 102 Petty France, SW1H 9AJ |
| | |
| THE SUPPLIER: | IFF Research Ltd |
| SUPPLIER ADDRESS: | St Magnus House, 3 Lower Thames Street, London, EC3R 6HD |
| REGISTRATION NUMBER: | 00849983 |
| DUNS NUMBER: | 211574041 |
| SME STATUS | Medium |
| | |
| ORDER START DATE: | 4 th December 2023 |
| ORDER EXPIRY DATE: | 29 th March 2024 |
| ORDER INITIAL PERIOD: | 4 Months |
| ORDER EXTENSION PERIOD: | 3 Months at the discretion of the Authority |
| FINAL POSSIBLE EXPIRY DATE: | 28 th June 2024 |
| DELIVERABLES: | See details in Order Schedule 20 (Order Specification) |

CALL-OFF ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where schedules are missing, those schedules are not part of the agreement and cannot be used. If the documents conflict, the following order of precedence applies:

1. This Order Form (DPS Schedule 6) including the Order Special Terms and Order Special Schedules.
2. DPS Schedule 7 (Order Procedure and Award Criteria)
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - **Joint Schedules for RM6126 Research & Insights DPS**
 - Joint Schedule 1 (Definitions and Interpretation)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint-Schedule 6 (Key-Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - **Order Schedules for RM6126 Research & Insights DPS**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender) Supplier Proposal
 - 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 20 (Order Specification)

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.

CALL-OFF ORDER SPECIAL TERMS

[REDACTED]

| Order Schedule 14 (Service Levels) | |
|------------------------------------|------------|
| Project management | [REDACTED] |
| Performance Monitoring | [REDACTED] |

| REPORTING | |
|----------------------------|------------|
| PROGRESS REPORT FREQUENCY | [REDACTED] |
| PROGRESS MEETING FREQUENCY | [REDACTED] |

| PAYMENT METHOD | |
|----------------|--|
| [REDACTED] | |
| [REDACTED] | |

| |
|--|
| <u>What you need to do</u> |
| [REDACTED] |
| [REDACTED] |
| [REDACTED] |
| [REDACTED] |
| CUSTOMER'S INVOICE ADDRESS: |
| The email and postal address for PDF and paper invoices can be found here. |
| [REDACTED] |

| |
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| AUTHORITY'S ENVIRONMENTAL POLICY |
| Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: https://www.gov.uk/guidance/ministry-of-justice-and-the-environment |

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| AUTHORITY'S SECURITY POLICY |
| Cyber and Technical Security Guidance, 14 December 202, available online at: Security Guidance (justice.gov.uk) . |

| AUTHORITY'S AUTHORISED REPRESENTATIVE | |
|---------------------------------------|------------|
| Name: | [REDACTED] |
| Role: | [REDACTED] |
| Email: | [REDACTED] |
| Address: | [REDACTED] |

| AUTHORITIES KEY STAFF | | |
|-----------------------|--------------------------|-----------------|
| Key Role | Key Staff (Name & email) | Contact Details |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |

| AUTHORITIES CONTRACT MANAGER | |
|------------------------------|------------|
| Role: | [REDACTED] |
| Name: | [REDACTED] |
| Email: | [REDACTED] |
| Address: | [REDACTED] |

| SUPPLIER'S AUTHORISED REPRESENTATIVE | |
|--------------------------------------|------------|
| Name: | [REDACTED] |
| Role: | [REDACTED] |
| Email: | [REDACTED] |
| Address: | [REDACTED] |

| SUPPLIER'S KEY STAFF – See DPS Order Schedule 7 - Key Supplier Staff | | |
|--|--------------------------|-----------------|
| Key Role | Key Staff (Name & email) | Contact Details |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] |

| SUPPLIER'S CONTRACT MANAGER | |
|-----------------------------|------------|
| Name: | [REDACTED] |
| Role: | [REDACTED] |
| Email: | [REDACTED] |
| Address: | [REDACTED] |

| KEY SUBCONTRACTOR(S) – See DPS Joint Schedule 6 - Key Subcontractors-v1.0 (IF APPLICABLE) | | |
|---|--------------------------|-----------------|
| Key Role | Key Staff (Name & email) | Contact Details |
| N/A | N/A | N/A |

| INFORMATION | |
|--|----------------|
| MAXIMUM LIABILITY The limitation of liability for this Order Contract is as below and not as is stated in Clause 11.2 of the Core Terms. | [REDACTED] |
| CALL-OFF ORDER CHARGES | [REDACTED] |
| REIMBURSABLE EXPENSES | [REDACTED] |
| DPS FILTER CATEGORY(IES): | Not applicable |
| E-AUCTIONS | Not applicable |
| SERVICE CREDITS | Not applicable |

| ADDITIONAL INSURANCES | | Not applicable | |
|---|------------|----------------|-----------------------------|
| GUARANTEE | | Not applicable | |
| COMMERCIALLY SENSITIVE INFORMATION | | [REDACTED] | |
| No. | Date | Item(s) | Duration of Confidentiality |
| 1 | [REDACTED] | [REDACTED] | [REDACTED] |
| 2 | [REDACTED] | [REDACTED] | [REDACTED] |

| SOCIAL VALUE COMMITMENT | |
|--|--|
| <p>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 DPS Order Schedule 4 - Order Tender v1.0</p> <p>[REDACTED]</p> | |
| CONFIDENTIAL INFORMATION | |

| JOINT SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS | |
|---|------------|
| DPS Schedule 7 (Order Procedure and Award Criteria) | [REDACTED] |
| DPS Joint Schedule 1 - Definitions v1.0 | [REDACTED] |
| DPS Joint Schedule 2 (Variation Form) | [REDACTED] |
| DPS Joint Schedule 3 (Insurance Requirements) | [REDACTED] |
| DPS Joint Schedule 4 (Commercially Sensitive Information) | [REDACTED] |
| DPS Joint Schedule 5 (Corporate Social Responsibility) | [REDACTED] |
| DPS Joint-Schedule 6 (Key-Subcontractors) | [REDACTED] |
| DPS Joint Schedule 10 (Rectification Plan) | [REDACTED] |
| DPS Joint Schedule 11 (Processing Data) | [REDACTED] |

| ORDER SCHEDULES FOR RM6126 RESEARCH & INSIGHTS DPS | |
|--|------------|
| DPS Order Schedule 2 (Staff Transfer) | [REDACTED] |
| DPS Order Schedule 3 (Continuous Improvement) | [REDACTED] |
| DPS Order Schedule 4 (Order Tender) - (Supplier Proposal) | [REDACTED] |
| DPS Order Schedule 5 (Pricing Details) | [REDACTED] |
| DPS Order Schedule 7 (Key Supplier Staff) | [REDACTED] |
| DPS Order Schedule 8 (Business Continuity and Disaster Recovery) | [REDACTED] |
| DPS Order Schedule 9 (Security) | [REDACTED] |
| DPS Order Schedule 10 (Exit Management) | [REDACTED] |
| DPS Order Schedule 14 - Service Levels v 1.1 | [REDACTED] |
| DPS Order Schedule 20 - Specification v1.0 | [REDACTED] |

Formation of call off contract

By signing and returning this Call-Off Order Form the Supplier agrees to enter a Call-Off Contract with the Buyer to provide the Services in accordance with the Call-Off Order Form and the Call-Off Terms.

The Parties hereby acknowledge and agree that they have read the Call-Off Order Form and the Call-Off Terms and by signing below agree to be bound by this Call-Off Contract.

| For and on behalf of the Buyer: Ministry of Justice | |
|--|------------|
| Signature: | [REDACTED] |
| Name: | [REDACTED] |
| Role: | [REDACTED] |
| Date: | [REDACTED] |

| For and on behalf of the Supplier: IFF Research Ltd | |
|--|------------|
| Signature: | [REDACTED] |
| Name: | [REDACTED] |
| Role: | [REDACTED] |
| Date: | [REDACTED] |