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

**Order Form**

|  |  |
| --- | --- |
| ORDER REFERENCE: | **CCZZ22A28** |
| THE BUYER: | **Cabinet Office** |
| BUYER ADDRESS | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| THE SUPPLIER: | Ipsos (Market Research) Limited |
| SUPPLIER ADDRESS: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| REGISTRATION NUMBER: | 948470 |
| DUNS NUMBER: | 00948470 |

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 6th February 2023 It’s issued under the DPS Contract with the reference number RM6126 Research & Insight DPS for the provision of civil service modernisation and reform

DPS FILTER CATEGORY(IES):

Policy analysis and development, Depth interviews, Impact evaluation, Experimental / quasi-experimental impact evaluation, Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling), Realist evaluation, Synthesis evaluation, Process evaluation, Value-for-money evaluation, Evaluation scoping / evaluability assessment, Feasibility study, Systematic review (SR), Rapid Evidence

Assessment (REA), Scoping Review, Literature Review / Narrative Review /

Narrative Literature Review, Meta-analysis

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 & Insights DPS
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* + Joint Schedules for RM6126 Research & Insights DPS
    - Joint Schedule 2 (Variation Form)
    - Joint Schedule 3 (Insurance Requirements)
    - Joint Schedule 4 (Commercially Sensitive Information)
    - Joint Schedule 6 (Key Subcontractors)
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee)
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data)
    - Joint Schedule 12 (Supply Chain Visibility)
  + Order Schedules for RM6126 Research & Insights DPS
    - 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 Management)
    - Order Schedule 10 (Exit Management)
    - Order Schedule 12 (Clustering)
    - Order Schedule 14 (Service Levels)
    - Order Schedule 15 (Order Contract Management)
    - Order Schedule 16 (Benchmarking)
    - Order Schedule 18 (Background Checks)
    - Order Schedule 20 (Order Specification)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research & Insights DPS

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

6TH February 2023

ORDER EXPIRY DATE

5TH July 2023

ORDER INITIAL PERIOD

5 Month Period (No option to extend)

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£249,887.50 Ex VAT

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

Payments will be **BACS in arrears.**

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

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-policystatement/cabinet-office-environmental-policy-statement](https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement/cabinet-office-environmental-policy-statement)

BUYER’S SECURITY POLICY

Please refer to Order Schedule 9 (Security Management)

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

Monthly

PROGRESS MEETING FREQUENCY

Weekly project update meetings; Monthly progress reviews

KEY STAFF

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

KEY SUBCONTRACTOR(S)

Ecorys UK Ltd,

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

Additional evaluation expertise for reviewing evaluation returns and conducting further analysis of the evaluation status of major projects.

Policy Evaluation and Research Unit (PERU), **REDACTED TEXT under FOIA Section 40, Personal Information**

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

E-AUCTIONS

N/A

COMMERCIALLY SENSITIVE INFORMATION

FoIA exemptions as set out in the attached Schedule 4

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

N/A

SOCIAL VALUE COMMITMENT

See Order Schedule 20 (Order Specification)

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | 7 February 2023 | Date: | Type text here 10/02/23 |