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

**Order Form**

ORDER REFERENCE: **CCZZ23A24**

THE BUYER: **Department for Work and Pensions**

BUYER ADDRESS  **Caxton House,**

**Tothill Street**

**London**

**Greater London**

**SW1H 9NA**

**England**

THE SUPPLIER: **Kantar Public UK (trading as Verian)**

SUPPLIER ADDRESS: **Verian**

**4 Millbank,**

**London,**

**SW1P 3JA**

REGISTRATION NUMBER: **13663077**

DUNS NUMBER: **228340905**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **1st February 2024**

It’s issued under the DPS Contract with the reference number **CCZZ23A24** for the provision of a CASS Social Research Contract.

DPS FILTER CATEGORY(IES):

Benefits / credits / welfare, Pensions, Childcare, Workplace training / skills development, Employment, Self-employment, Unemployment, Retirement, Civil service / Government / Parliamentary reform, Devolution, Policy analysis and development, Disability, Long-term illness, Mental health, Physical health / fitness, Homelessness, Housing, Quantitative, Qualitative, Mixed method (qualitative and quantitative), Face-to-face, Online, Postal, Telephone, Diary, CAPI (computer assisted personal interview), CATI (computer assisted telephone interview), Case studies, Co-creation / co-design, Cognitive interviewing / testing, Deliberative research, Depth interviews, Ethnography, Focus group discussions, Narrative inquiry / narrative analysis, Observation, Workshop, Systematic review (SR), Rapid Evidence Assessment (REA), Scoping Review, Literature Review / Narrative Review / Narrative Literature Review, Meta-analysis, Customer journey research, Customer satisfaction research, Employee / staff engagement and satisfaction research, England, Wales, Scotland, Northern Ireland

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) **CCZZ23A24**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for **RM6126**
  + 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 **CCZZ23A24**
  + 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)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) **RM6126**
3. 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:

None

ORDER START DATE: **5th February 2024**

ORDER EXPIRY DATE: **4th February 2027**

ORDER INITIAL PERIOD: **Three (3) years**

OPTIONAL EXTENSION: **One period of one year (3+1)**

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 **£650,000.00 excluding VAT**

ORDER CHARGES

The total contract value excluding VAT and including the extension option is £2,600,000.00

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. All invoices should be sent to the nominated DWP project manager in the first instance copying in the CASS project lead.

Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.

Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.

BUYER’S INVOICE ADDRESS:

SSCL Accounts Payable Team

PO Box 406

Newport NP10 8FZ

United Kingdom

BUYER’S AUTHORISED REPRESENTATIVE

Martine Lunn

DWP Commercial Lead

BUYER’S ENVIRONMENTAL POLICY

<https://www.gov.uk/government/consultations/climate-and-investment-reporting-setting-expectations-and-empowering-savers/climate-and-investment-reporting-setting-expectations-and-empowering-savers-consultation-on-policy-regulations-and-guidance>

BUYER’S SECURITY POLICY

<https://www.gov.uk/government/publications/dwp-procurement-security-policies-and-standards>

SUPPLIER’S AUTHORISED REPRESENTATIVE

Rowan Foster

Senior Director

4 Millbank

London

SW1P 3JA

SUPPLIER’S CONTRACT MANAGER

Emma McKay

Director

4 Millbank

London

SW1P 3JA

PROGRESS REPORT FREQUENCY

The Potential Provider will ensure that all reports are produced in line with the DWP Style Guide: <https://www.gov.uk/government/publications/dwp-research-reports-style-guide/dwp-research-reports-guidance>

PROGRESS MEETING FREQUENCY

The Authority will keep the Provider informed about current plans and decisions for which projects will be suitable to commission under this Contract, through regular catch-up meetings. The catch-up meetings would be used to flag potential projects and indicative timelines for delivery.

KEY STAFF

**Buyer**

Rachel Boughey

Senior Research Officer

rachel.boughey@dwp.gov.uk

Benton Park View

Newcastle

NE98 1YY

Karen Cave

Principal Research Officer

Caxton House

Tothill Street

London

SW1H 9NA

**Supplier**

Rowan Foster

Senior Director

4 Millbank

London

SW1P 3JA

Emma McKay

Director

4 Millbank

London

SW1P 3JA

KEY SUBCONTRACTOR

Acumen,Bank House, 147 Buxton Road, Stockport, Cheshire, United Kingdom, SK2 6EQ.

**Recruitment for research participants.**

Bright Marketing Research. 9, Sveti Sedmochislenitzi str., office 7, Sofia 1407, Bulgaria.

**Goods/Services to be provided: Survey scripting and data processing solutions.**

Esendex (Commify UK Limited). 20 Wollaton Street Nottingham NG1 5FW.

**SMS provider for invites and reminders.**

Green’s Limited, Lincoln Road, Cressex Business Park, High Wycombe, Bucks, HP12 3RQ. Nigel Rudd,

**Printing and mailing solutions.**

Roots. 50 Grand Parade, Brighton, East Sussex, BN2 9QA.

**Recruitment for research participants.**

SDL SHEFFIELD LIMITED. Derwent House, 150 Arundel Gate, Sheffield, S1 2JY. **Translation service.**

White Transcription Services. 7 Crown Road, Tickhill, Doncaster, South Yorkshire, DN11 9PA.

**Transcription service.**

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Written proposal, day rates and costings

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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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: | 5 February 2024 | Date: | 5th February 2024 |