



Crown Commercial Service

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

[REDACTED]

**Next generation of accredited programmes (NG AcP)
qualitative research design test phase**

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 12th October 2023.

CONTRACT REFERENCE:	[REDACTED]
THE BUYER:	[REDACTED]
BUYER ADDRESS:	5 Wellington Place, Leeds, LS1 4AP [REDACTED]
THE CUSTOMER:	[REDACTED]
CUSTOMER ADDRESS:	Next Generation of Accredited Programmes Evaluation Team Reducing Reoffending Programme, Analytical Priority Projects Data & Analysis, 102 Petty France, Westminster, London, SW1H 9AJ
THE SUPPLIER:	TONIC Consultants Ltd
SUPPLIER ADDRESS:	Church Farm House, Church Lane, Molash, Canterbury, Kent CT4 8HD
REGISTRATION NUMBER:	06141892
DUNS NUMBER:	[REDACTED]
SME STATUS	Small
ORDER START DATE:	12 th October 2023
ORDER EXPIRY DATE:	11 th October 2024
ORDER INITIAL PERIOD:	12 Months
ORDER EXTENSION PERIOD:	4 Months
FINAL POSSIBLE EXPIRY DATE:	11 th February 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

CALL-OFF ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

[REDACTED]

Payment Milestones

[REDACTED]

The Intellectual Property Rights of all products and reporting from the contract will belong to MoJ.

Ownership of data and Intellectual Property from this project will be retained by the Authority and the Supplier will be required to provide assurance to the Authority that all data will be destroyed within a reasonable timeframe from completion of the project

Order Schedule 14 (Service Levels)

Project management	[REDACTED]
Performance Monitoring	[REDACTED]

REPORTING

PROGRESS REPORT FREQUENCY	[REDACTED]
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PROGRESS MEETING FREQUENCY	Weekly Teams meetings during essential busy period e.g. project set up, co production of research materials, validation checking of data, drafts of interim and early findings, draft written reports (these can be cancelled if not required).
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PAYMENT METHOD	
[REDACTED]	
There are 3 ways suppliers can submit invoices can be submitted to MoJ for payment:	
1. Paper/PDF	invoices are posted/emailed to the shared service centre. On receipt, the invoice is scanned and loaded onto SOP using Optical Character Recognition (OCR) software.
2. Electronic invoice file (Tech 11)	invoices are emailed to the shared service centre in a specific text file format that SOP can read without the need of OCR software. Engagement is required with the supplier before invoices are accepted in this format.
3. Basware	invoices are submitted via the Basware supplier portal and are then transmitted electronically into SOP via XML. Suppliers must be onboarded to Basware before they submit invoices in this method.
<p><u>What you need to do</u></p> <p>Except for those submitted via Basware, all invoices should be sent directly to SSCL (see below)</p> <p>Suppliers providing electronic invoice files will be given a specific email for their invoices once onboarded.</p>	
<p><u>Invoice minimum requirements</u></p> <p>[REDACTED]</p>	
<p><u>Invoices relating to a purchase order</u></p> <p>In addition to the minimum requirements above, invoices relating to a PO must not contain any lines for items which are not on the purchase order. If this occurs, your invoice will be returned to you.</p> <p>Speak to the business contact on the purchase order if there are any additional items/services which you need to invoice for.</p>	

<u>Invoice submission by email</u>
All invoices submitted by email must meet the following criteria: <ul style="list-style-type: none">• Email size must not exceed 4mb• 1 invoice per file attachment (PDF), multiple invoices can be attached as separate files• Any supporting information, backing data etc. must be contained within the invoice PDF file Failure to meet these criteria may result in not all your invoices being processed, or your invoice(s) being returned to you.
CUSTOMER'S INVOICE ADDRESS:
The email and postal address for PDF and paper invoices can be found here. https://www.gov.uk/government/organisations/ministry-of-justice/about/procurement

AUTHORITY'S ENVIRONMENTAL POLICY
Embedding sustainability on the MOJ estate, Published 26 March 2018, Last updated 4 October 2021, available online at: [REDACTED]

AUTHORITY'S SECURITY POLICY
Cyber and Technical Security Guidance, 14 December 202, available online at: [REDACTED]

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

AUTHORITIES KEY STAFF		
Key Role	Key Staff (Name & email)	Contact Details

DPS Schedule 6 (Order Form Template and Order Schedules)

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Principal Researcher, overarching evaluations lead for Next Generation of Accredited Programmes	[REDACTED]	[REDACTED]
Social Researcher	[REDACTED]	[REDACTED]
Social Researcher	[REDACTED]	[REDACTED]
Analytical Priority Projects, Head of Reducing Reoffending	[REDACTED]	[REDACTED]

AUTHORITIES CONTRACT MANAGER

Name:	[REDACTED]
Role:	[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)	Contract Details
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
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SUPPLIER'S CONTRACT MANAGER	
Role:	[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	See details in Order Schedule 5 (Pricing Details)
REIMBURSABLE EXPENSES	Not permitted unless approved in advance by the Customer and in line with MoJ Policy. [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]

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 DPS Order Schedule 4 - Order Tender v1.0	
[REDACTED]	
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]
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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: TONIC Consultants Ltd	
Signature:	[REDACTED]
Name:	[REDACTED]
Role:	[REDACTED]
Date:	[REDACTED]