

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

## Order Form

ORDER REFERENCE: **Project 25961**  
**Additional Work Coach Time for Health Journey claimants (AWCT-HJ)**

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Caxton House, Tothill Street, London SW1H 9NA

THE SUPPLIER: IFF

SUPPLIER ADDRESS: St Magnus House 3 Lower Thames Street, London,  
EC3RHD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 21-15-74-041

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert]** if known]

This Order Form is for the provision of the Call-Off Deliverables and dated 4<sup>TH</sup> December 2023.

It is issued under the Framework Contract with the reference number RM6126 for the Provision of Additional Work Coach Time for Health Journey claimants (AWCT-HJ) Evaluation Contract.

## **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)
3. The following Schedules in equal order of precedence:
  - Joint Schedules for RM6126 Research & Insights
    - 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
    - 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)
4. CCS Core Terms (DPS version) v1.0.3
5. Joint Schedule 5 (Corporate Social Responsibility)
6. 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

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

Crown Copyright 2021

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: 05/01/2024.

ORDER EXPIRY DATE: 05/01/2026

ORDER INITIAL PERIOD: 24 Months with option to extend 6 Months.

### **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.

### **ORDER CHARGES**

See details in Order Schedule 5 (Pricing Details)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

### **REIMBURSABLE EXPENSES**

None

### **PAYMENT METHOD**

Electronic invoice containing purchase order number Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

### **BUYER'S INVOICE ADDRESS:**

Invoices must contain the purchase order number and submitted to SSCL by email to [APinvoices-DWP-U@gov.sscl.com](mailto:APinvoices-DWP-U@gov.sscl.com). Copy invoice to DWP Contract Manager (contact details to be supplied)

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

Crown Copyright 2021

**BUYER'S AUTHORISED REPRESENTATIVE**

**Michael Fini Henriques**

Social Researcher

[michael-fini.henriques@dwp.gov.uk](mailto:michael-fini.henriques@dwp.gov.uk)

Caxton House, 6-12 Tothill Street, London, SW1H 9NA

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

Lorna Adams

**Research Director**

[Lorna.Adams@IFFResearch.com](mailto:Lorna.Adams@IFFResearch.com)

St Magnus House, 3 Lower Thames Street, London

EC3R 6HD

**SUPPLIER'S CONTRACT MANAGER**

Angus Tindle

**Research Director**

[Angus.Tindle@IFFResearch.com](mailto:Angus.Tindle@IFFResearch.com)

St Magnus House, 3 Lower Thames Street, London

EC3R 6HD

**PROGRESS REPORT FREQUENCY**

**Weekly.**

**PROGRESS MEETING FREQUENCY**

**Weekly meetings. Contract Review meeting quarterly.**

**KEY SUBCONTRACTOR(S)**

Bryson Purdon Social Research LLP

10 Etherow Street, London SE22 0JY

[caroline.bryson@bpsr.co.uk](mailto:caroline.bryson@bpsr.co.uk)

[susan.purdon@bpsr.co.uk](mailto:susan.purdon@bpsr.co.uk)

**COMMERCIALLY SENSITIVE INFORMATION**

Qualification envelope – intellectual property Pages 1 to 21 of the technical submission – intellectual property Price schedule - pricing

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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

Crown Copyright 2021

**SOCIAL VALUE COMMITMENT**

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:		Name:	
Role:		Role:	
Date:	08/01/2024	Date:	09/01/2024