

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **Project 26185**

Universal Credit Work Search Review Trial –Blended Channels - Commissioned Research

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: **SQ-BK6S9Z6**

This Order Form is for the provision of the Call-Off Deliverables and dated 5TH February 2024.

It is issued under the Framework Contract with the reference number RM6126 for the Provision of Universal Credit Work Search Review Trial –Blended Channels - Commissioned Research 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

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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: 05/02/2024.

ORDER EXPIRY DATE: 05/06/2025

ORDER INITIAL PERIOD: 16 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. Copy invoice to DWP Contract Manager (contact details to be supplied)

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BUYER'S AUTHORISED REPRESENTATIVE

Richenda Solon

Social Researcher

Richenda.Solon1@dwg.gov.uk

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

SUPPLIER'S AUTHORISED REPRESENTATIVE

Lorna Adams

Research Director

Lorna.Adams@IFFResearch.com

St Magnus House, 3 Lower Thames Street, London

EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

Christabel Downing

Associate Director

Christabel.Downing@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

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

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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:	Research Director	Role:	Category Lead
Date:	21 st February 2024	Date:	22 nd February 2024