

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: DFERPPU 22-23/047 Proj_6974

THE BUYER: **Department for Education**

BUYER ADDRESS Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

THE SUPPLIER: Ipsos (market research) Limited t/a Ipsos

SUPPLIER ADDRESS: 3 Thomas More Square, London, E1W 1YW

REGISTRATION NUMBER:

DUNS NUMBER:

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 4 May 2023. It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of Multiply Randomised Controlled Trials (RCTs) and Quasi-Experimental Trials – Evaluation Supplier.

DPS FILTER CATEGORY(IES):

Experiments and Trials: Randomised control trials

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 CCS Research & Insights Marketplace DPS**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**
 - Joint Schedule 1 is covered in '2.' above
 - 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 7 (Financial Difficulties)
 - Joint Schedule 8 (Guarantee)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **DFERPPU 22-23/047**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender) is covered in 7 below
 - 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 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**
7. 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

The following Special Terms are incorporated into this Order Contract:

Special Term 1. Safeguarding Children and Vulnerable Adults

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services and ICT Contracts

ORDER START DATE: **04/05/2023**

ORDER EXPIRY DATE: **31/03/2026**

ORDER INITIAL PERIOD: 3 years

DELIVERABLES

Throughout the Term of this Order Contract the supplier will perform the Services and (where relevant) supply the Deliverables (Order Schedule 20) to the Buyer in accordance with agreed initial Statements of Work.

Subsequent additional Statement of Work will be issued at the Buyer's discretion. The Buyer reserves the right not to continue with any services beyond the initial Statement of Work.

Statement of Work:

DFERPPU 22-23/047 Proj_6974 Statement of Work: 1 – RCT scoping and design

██████████

██████████

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 ██████████. This is an estimate and actual costs within each year will be determined by the individual Statements of Work, as outlined above.

ORDER CHARGES

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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Total contract expenditure shall not exceed £5,000,000 exclusive of VAT.
See details in Order Schedule 5 (Pricing Details).

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law
- Benchmarking using Order Schedule 16 (Benchmarking)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Via Purchase Order, which will be set up once the order form is signed.

BUYER'S INVOICE ADDRESS:

[REDACTED]

Finance and Budget Manager

AccountsPayable.OCR@education.gov.uk

Department for Education, PO Box 407, SSCL Phoenix House, Celtic Springs
Business Park, Newport NP10 8FZ

Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to

AccountsPayable.OCR@education.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Senior Research Officer

[REDACTED]

Department for Education, 2 St Paul's Place, Sheffield, S1 2JF

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at: <https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy>

BUYER'S SECURITY POLICY

Department for Education Personal Information Charter, available online at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#contents>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

3 Thomas More Square London E1W 1YW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

3 Thomas More Square, London, E1W 1YW

PROGRESS REPORT FREQUENCY

The supplier must provide written updates on a weekly basis.

PROGRESS MEETING FREQUENCY

Weekly, dates to be agreed by the parties. Frequency may reduce during less work intensive periods. Written minutes to be provided by the supplier.

KEY STAFF

[REDACTED]

3 Thomas More Square, London, E1W 1YW

KEY SUBCONTRACTOR(S)

[REDACTED]

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

SOCIAL VALUE COMMITMENT

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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:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	Managing Director, Public Affairs	Role:	Deputy Director
Date:		Date:	