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

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

**Order Form**

ORDER REFERENCE: CCZZ23A17

THE BUYER: **Cabinet Office** (in their capacity as the sponsor department for the Covid-19 Public Inquiry)

BUYER ADDRESS: **REDACTION**

THE SUPPLIER: Ipsos Market Research Limited

SUPPLIER ADDRESS: **REDACTION**

REGISTRATION NUMBER: **REDACTION**

DUNS NUMBER: **REDACTION**

DPS SUPPLIER REGISTRATION SERVICE ID:

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 06 October 2023. It’s issued under the DPS Contract with the reference number RM6126 for the provision of Research and Analysis.

DPS FILTER CATEGORY(IES):

Subject Area

● Access to justice

● Offender management and rehabilitation

● Further Education

● Higher Education

● Local Government

● Central Government

● Disability

● Emergency services (ambulance, coastguard, fire and rescue)

● Fire safety policy

● Health and safety

● Long-term illness

● Mental health

● Nutrition

● Physical health/fitness

● Public health

● Substance misuse

● Vaccination programmes

● Adult social care

● Children's social care

● Homelessness

● Housing

● Social exclusion

● Pharmaceuticals

Research Methods

● Quantitative

● Qualitative

● Mixed method (qualitative and quantitative)

● Face-to-Face

● Online

● Postal

● Purposive Sampling

Location

● 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) DPS Contract reference number: CCZZ23A17

3. DPS Special Terms

4. The following Schedules in equal order of precedence:

● Joint Schedules for CCZZ23A17

o Joint Schedule 1 (Definitions)

o Joint Schedule 2 (Variation Form)

o Joint Schedule 3 (Insurance Requirements)

o Joint Schedule 4 (Commercially Sensitive Information)

o Joint Schedule 5 (Corporate Social Responsibility)

o Joint Schedule 6 (Key Subcontractors)

o Joint Schedule 7 (Financial Difficulties)

o Joint Schedule 8 (Guarantee)

o Joint Schedule 10 (Rectification Plan)

o Joint Schedule 11 (Processing Data)

o Joint Schedule 12 (Supply Chain Visibility)

● Order Schedules for CCZZ23A17

o Order Schedule 1 (Transparency Reports)

o Order Schedule 3 (Continuous Improvement)

o Order Schedule 4 (Order Tender)

o Order Schedule 5 (Pricing Details)

o Order Schedule 7 (Key Supplier Staff)

o Order Schedule 8 (Business Continuity and Disaster Recovery)

o Order Schedule 9 (Security) - Supplier Led Assurance

o Order Schedule 10 (Exit Management)

o Order Schedule 14 (Service Levels)

o Order Schedule 15 (Order Contract Management)

o Order Schedule 16 (Benchmarking)

o Order Schedule 18 (Background Checks)

o Order Schedule 20 (Order Specification)

5. CCS Core Terms (DPS version) v1.0.3

6. Joint Schedule 5 (Corporate Social Responsibility) DPS Contract reference number**:** CCZZ23A17

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.

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 SCHEDULES

Order Special Schedule 1 (Protection of public health policy interests) is incorporated into this Order Contract.

ORDER SPECIAL TERMS

The following Special Terms are incorporated into this Order Contract:

The following new sub-clause (eA) is inserted between sub-clauses (e) and (f) of Clause 10.4.1 of the Core Terms:

“*(eA) the Supplier commits any Default in connection with its obligations under Order Special Schedule 1 (Protection of public health policy interests).”*

Order Schedule 9 (Security) - has been amended and replaced by Schedule 9 (Security)- Supplier-led Assurance.

ORDER START DATE: **06 October 2023**

ORDER EXPIRY DATE: **05 October 2026**

ORDER INITIAL PERIOD: **3 Years**

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 £2,70m.

ORDER CHARGES

The maximum contract value is £6,184,280.00excluding 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)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

PO / Invoice

BUYER’S INVOICE ADDRESS: **REDACTION**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTION**

BUYER’S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online

at: https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement

BUYER’S SECURITY POLICY

Appended at Schedule 9 (Security)- Supplier-led Assurance

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTION**

SUPPLIER’S CONTRACT MANAGER

**REDACTION**

PROGRESS REPORT FREQUENCY

Fortnightly

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

**REDACTION**

**KEY SUBCONTRACTOR(S)**

**Registered address: REDACTION**

**Contact details: REDACTION**

**Goods/services to be provided: Qualitative research services**

**REDACTION**

**Registered address: REDACTION**

**Contact details: REDACTION**

**Goods/services to be provided: Community engagement services**

**REDACTION**

**Registered address: REDACTION**

**Contact details:** **REDACTION**

**Goods/services to be provided: Community engagement services**

**REDACTION**

**Registered address:REDACTION**

**Contact details:REDACTION**

**Goods/services to be provided: Trauma informed training**

**REDACTION**

**Registered address:REDACTION**

**Contact details: REDACTION**

**Goods/services to be provided: Recruitment services**

**REDACTION**

**Registered address:REDACTION**

**Contact details: REDACTION**

**Goods/services to be provided: Audio transcription services**

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Employers (Compulsory) Liability Insurance: £5,000,000.00 minimum

Public Liability Insurance: £1,000,000.00 minimum.

Professional Indemnity Insurance: £1,000,000.00 minimum.

GUARANTEE

The Supplier must have a Guarantor to guarantee their performance using the form in Joint Schedule 8 (Guarantee)

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)

| **Signed - via Docusign** |
| --- |
| **Supplier**  <Supplier Sign Here> |
| Full Name: **REDACTION**  Job Title/Role: **REDACTION**  Date Signed: 06/10/2023 |
| **Buyer**  <Commercial Sign Here> |
| Full Name: **REDACTION**  Job Title/Role: **REDACTION**  Date Signed: 6th October 2023 |

RM6126 - Research & Insights DPS

Project Version: v0.9 7 Model Version: v1.3