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

**Order Form**

ORDER REFERENCE: CCZZ22A05

THE BUYER: HM Treasury

BUYER ADDRESS **REDACTED TEXT under FOIA Section 40, Personal Information**.

THE SUPPLIER: Stack Data Strategies

SUPPLIER ADDRESS: **REDACTED TEXT under FOIA Section 40, Personal Information**.

REGISTRATION NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**.

DUNS NUMBER: **REDACTED TEXT under FOIA Section 40, Personal Information**.

DPS SUPPLIER REGISTRATION SERVICE ID: **REDACTED TEXT under FOIA Section 40, Personal Information**.

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **REDACTED TEXT under FOIA Section 40, Personal Information**.

It’s issued under the DPS Contract with the reference number CCZZ22A05 for The Provision of a Polling Contract.

DPS FILTER CATEGORY(IES):

Filters for location (England, Wales, Scotland, Northern Ireland)

Filters for quantitative and qualitative research methods.

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) CCZZ22A05 DPS Contract reference number
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6126
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 6 (Key Subcontractors)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)

* Order Schedules for RM6126 CCZZ22A05
  + 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 9 (Security)
  + Order Schedule 10 (Exit Management)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 DPS CC
3. [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 TERMS

N/A

ORDER START DATE: 14th July 2022

ORDER EXPIRY DATE: 13th July 2023

ORDER INITIAL PERIOD: Twelve (12) months with the option to extend for one (1) x twelve (12) month period.

DELIVERABLES

The Supplier is to carry out weekly focus groups and online polling to monitor public opinion, test messages and inform and evaluate the Authority’s activities. The Authority will provide direction on the question schedules as well as desired demographic breakdowns and locality where appropriate.

## Qualitative Focus Groups

The Authority requires the Supplier to hold an anticipated two (2) focus groups per week, frequency will be reviewed periodically. These 2 focus groups will be held in the same geographic location with participants varied by demographics.

These focus groups will be held with participants from across the United Kingdom; this means, England, Wales, Scotland and Northern Ireland.

The focus group sessions will have facilities for the HM Treasury team to attend or view the focus group activity in an observational capacity.

The Authority requires provision for both online and face-to-face focus groups. The frequency of each type of group will be reviewed at regular intervals. The Authority requires focus groups of an anticipated six (6) participants for both online groups and in-person groups.

The Supplier will recruit participants for all focus group sessions. The Supplier will organise and host all focus group sessions for both online and face-to-face formats. The Supplier will travel where required for face-to-face focus groups to locations across the United Kingdom.

The Supplier will make top line results available to the Authority in a short-written report to be provided by email within twenty-four hours of the focus group taking place. The report is to include the main takeaways, themes and outputs from the focus groups.

The Authority will provide the Supplier with direction on the question schedules for the focus groups and the desired demographic breakdowns and locality. The Authority retains rights to any research findings or reporting conducted. Any reporting must not be shared further without express permission of the Authority.

## Online (web based) polling

The Supplier will provide an anticipated once-weekly web-based (online) quantitative Polling, although frequency will be reviewed periodically.

The Supplier will manage Participant Recruitment and the organisation and running of the polling questionnaires. The Supplier will quality-assure and provide the Authority with the confirmed Polling question schedule within 24 hours of receiving the polling request.

The Authority will provide guidance for the questions, which will be formed of 40-50 single choice, multiple choice and grid questions, to be agreed on a weekly basis between the Authority and the Supplier.

The Supplier will commence the Polling activity within 24-hours of the Authority’s final approval of the question schedule. The Supplier will provide the Authority with the quantitative polling data results in a format to be agreed by email within 24-hours of the conclusion of each Polling activity.

All results will undergo quality control checks by the Supplier before delivery to the Authority, to ensure all data is completely and accurately transcribed without any inconsistencies between data points.

### The Polling demographic requirements are:

A sample size of 1,500-2,500 participants, nationally representative from across the United Kingdom (England, Wales, Scotland, Northern Ireland).

Demographic breakdowns will include: age, gender, social grade, region, ethnicity, sexuality, children in household, employment status, disability status, rural/urban. The Authority may also require certain questions asked in the poll to be used as breakdowns as well.

## In-Depth Reporting Provision

The Supplier will provide regular reporting, to be produced on a monthly basis, on the research conducted during that period. Frequency will be reviewed periodically.

These reports will provide a summary of the findings from the focus groups and online polling and an analysis of the data for that period, and recommendations for future work.

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| KPI/SLA | Service Area | KPI/SLA description | Target |
| 1 | Delivery timescales - Focus Groups | All focus groups to be ready for fieldwork within 4 working days of the Authority’s notification that it intends to initiate research. | 100% |
| 2 | Delivery timescales - Focus Groups | Each focus group to take place within 5 working days of the question schedule being agreed between the Authority and Supplier. | 100% |
| 3 | Delivery timescales - Focus Groups | All top-line results reporting to be available to the Authority by email within twenty-four hours of each focus group taking place. | 100% |
| 4 | Delivery timescales - Reporting | Reports to be delivered by email on the research findings of the focus groups and online polling, including analysis, every month. | 100% |
| 5 | Delivery Timescales - Web-based (Online) Polling | The Supplier will quality-assure and provide the Authority with the confirmed Polling question schedule within 24 hours of receiving the polling request. | 100% |

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 **REDACTED TEXT under FOIA Section 43 Commercial Interests.**

ORDER CHARGES

**REDACTED TEXT under FOIA Section 43 Commercial Interests.**

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

N/A

PAYMENT METHOD

**REDACTED TEXT under FOIA Section 43 Commercial Interests.**

BUYER’S INVOICE ADDRESS:

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

BUYER’S ENVIRONMENTAL POLICY

N/A

BUYER’S SECURITY POLICY

Appended at Order Schedule 9

SUPPLIER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

SUPPLIER’S CONTRACT MANAGER

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

PROGRESS REPORT FREQUENCY

## On a monthly basis covering the preceding month’s research.

PROGRESS MEETING FREQUENCY

Weekly on the Wednesday of each week.

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

KEY SUBCONTRACTOR(S)

**REDACTED TEXT under FOIA Section 40, Personal Information**

**REDACTED TEXT under FOIA Section 40, Personal Information**

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**REDACTED TEXT under FOIA Section 40, Personal Information**

E-AUCTIONS

N/A

COMMERCIALLY SENSITIVE INFORMATION

**REDACTED TEXT under FOIA Section 40, Personal Information**

SERVICE CREDITS

N/A

ADDITIONAL INSURANCES

N/A

GUARANTEE

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

SOCIAL VALUE COMMITMENT

N/A

|  |  |  |  |
| --- | --- | --- | --- |
| **For and on behalf of the Supplier:** | | **For and on behalf of the Buyer:** | |
| Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Signature: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Name: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Role: | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date: | **REDACTED TEXT under FOIA Section 40, Personal Information** | Date: | **REDACTED TEXT under FOIA Section 40, Personal Information** |