

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: C230513

THE BUYER: Department of Health and Social Care

BUYER ADDRESS 39 Victoria Street, London SW1H 0EU

THE SUPPLIER: Basis Social Limited

SUPPLIER ADDRESS: 264 Banbury Road, Oxford, OX2 7DY

REGISTRATION NUMBER: 13073488

DUNS NUMBER: XXXXXXXXXX

DPS SUPPLIER REGISTRATION SERVICE ID: TBC

N/A

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 26/01/2024.

It's issued under the DPS Contract with the reference number RM6126 for the provision of **Older People Housing Taskforce Services**.

DPS FILTER CATEGORY(IES):
Research and Insights

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) CCS DPS-**RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **DPS- RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Order Schedules for **C230513**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security)
 - 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) **C230513 order reference.**

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: **30/01/2024**

ORDER EXPIRY DATE: **29/03/2024**

ORDER INITIAL PERIOD: 8 weeks.

DELIVERABLES

Objectives

The Older People's Housing Taskforce (OPHTF) was launched jointly by both Ministers at the Department of Health and Social Care (DHSC) and the Department of Levelling Up, Housing and Communities (DLUHC) in May 2023. The Taskforce has been set up to further understand the current market in England for older people's housing today and into the future and Professor Julianne Meyer has been appointed as the Chair to lead this time-limited review.

Older People's Housing Taskforce - GOV.UK (www.gov.uk)

The Chair and expert Taskforce members are currently undertaking extensive deep dives to further understand what the enablers and barriers are for older people, their families and carers when accessing appropriate housing.

As part of these extensive deep dives, we are looking to procure a series of focus groups with older members of the public to ensure that all sectors have equal opportunity to engage and feed into the review.

Prof. Meyer has also been asked by Ministers to publish her final report and recommendation by Spring 2024. This final report will identify short-, medium- and long-term priorities for the government to consider. As part of this, Ministers have requested that the Taskforce identifies and utilises a strong evidence base to help shape and support the final recommendations. This will ensure that what matters most to older people and their families has helped to shape the final report. A vital component to deliver the strong final recommendations will be focus groups to hear directly from older people what their preferences, wants, and needs are.

The OPHTF need to ensure that older people will have a specific opportunity to contribute their experiences to support the Taskforce and contribute to the development and shaping of the recommendations, which will be set out in the final report.

This tender is to source an organisation that can arrange 5-6 focus groups around England to gather primary qualitative data on older people's thoughts and opinions on older housing.

Description of work to be undertaken and outputs

The supplier is required to complete the following tasks:

Recommend and outline an approach to a sampling strategy for qualitative research.

Produce a topic guide for the focus groups (following discussion with the customer).

Setting out the direction and scope, as well as specific questions.

Organise and deliver 5-6 focus group of older people.

Recruit ~30 participants across 5-6 focus groups. The participants should be representative of individuals eligible to move into older person's housing, as well as representative of the demographics of the area/region each focus group will take place in.

Deploy trained facilitators for all focus groups.

Analyse and write up the findings from the focus groups.

The supplier will be required to produce a final report which will clearly document the final data and findings collected from the focus groups. The -supplier will deliver an early draft for feedback from DHSC, and the final report should be delivered to DHSC by the end of the contract period. DHSC will be the owners of all the intellectual property that is created via the focus groups and the final write-up.

In order to understand the key enablers and barriers, and the preferences, wants, and needs of older people we require the supplier to identify (in their proposal) the themes for discussion at the groups. These are likely to include:

The preferences and aspirations of older people and their housing. This could be considering moving into specialist accommodation or choosing to age in place and remain in mainstream housing.

Relative priorities in terms of location, model of provision, costs, independence, wishes of a person's family.

The barriers members of the public face. This could be in terms of choice and access, financial struggle, inaccessibility due to design, and/or access to information, advice, and guidance, etc.

The support or lack of support they feel when making choices about their housing.

Delivery programme and milestones

The taskforce has been asked by Minsters to publish their final report and recommendation by May 2024.

Set out below in the table is the anticipated timeline.

| Stage | Activity | Deadline |
|--------------|---|---------------|
| Focus groups | Focus groups to take place | Feb 2024 |
| Completion | Focus groups completed and final write-up to be delivered to OPHTF. | 29 March 2024 |

Clarification log

N/A

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

██████████

Option A: Charges for the Deliverables

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)

**Includes expenses such as travel and accommodation

Additional for cost voxpops (up to 6 x 5 minute interviews professionally edited down into single 5 minute video)

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DPS Schedule 6 (Order Form Template and Order Schedules)

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Total =**£**

All day rates are as per tender above.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: .

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

BUYER'S INVOICE ADDRESS:**BUYER'S AUTHORISED REPRESENTATIVE****BUYER'S ENVIRONMENTAL POLICY**

Non applicable

BUYER'S SECURITY POLICY

Non applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each week or as advised by DHSC contract manager.

PROGRESS MEETING FREQUENCY

Weekly, or as advised by DHSC contract manager.

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

As advised by DHSC contract manager on any commercially sensitive information.

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

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)


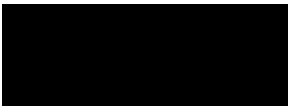




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| For and on behalf of the Supplier: | | For and on behalf of the Buyer: | |
|------------------------------------|---|---------------------------------|---|
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: | 30/01/2024 | Date: | 30/01/2024 |