

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **DFERPPU 22-23-104 Proj_8215**

THE BUYER: **Department for Education**

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

THE SUPPLIER: **Kantar Public**

SUPPLIER ADDRESS: **4 Millbank, London, England, SW1P 3JA**

REGISTRATION NUMBER: **13663077**

DUNS NUMBER: **N/A**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 31st September 2023.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **project_8215 - Applying Behavioural Insights to increase uptake of Higher Technical Qualifications (HTQ)**

DPS FILTER CATEGORY(IES):

Secondary, Further Education, Careers advice and guidance, Regression analysis, Quantitative, Mixed method (qualitative and quantitative), Face-to-face, Online, Impact evaluation, Feasibility study, A/B testing (comparing two versions of a single variable / split testing), Randomised control trials, Trial design and implementation, Behaviour Change, Behavioural Insights research, Behavioural Economics research, School age Children/young people, Students (FE) Students (HE)

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 and Insights Marketplace DPS**
 - Joint Schedule 1
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 is covered in '6.' Below, and *must* be included]
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for **DFERPPU 22-23-104 Proj_8215**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 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 – Attached at the end of this document
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS** 3 – Attached at the end of this document
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: 31st September 2023

ORDER EXPIRY DATE: 31st March 2024

ORDER INITIAL PERIOD: 7 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.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£299,584.37** exclusive of VAT

ORDER CHARGES

Total contract expenditure shall not exceed **£299,584.37** 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

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment via completion of work against milestones included within the contract, via BACS upon submission of valid invoice. A valid invoice must include the correct Purchase Order which will be set up once the order form is signed.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]

AccountsPayable.OCR@education.gov.uk

Department for Education, Sanctuary Buildings, Great Smith Street,
London SW1P 3BT

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]
[REDACTED]

Department for Education, Sanctuary Buildings, Great Smith Street,
London SW1P 3BT

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]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

The supplier must provide written email updates on a weekly basis and sent to the Department for Education before each progress meeting. Frequency of other written updates will be agreed by the parties where necessary.

PROGRESS MEETING FREQUENCY

Fortnightly. Dates to be agreed by the parties. Frequency may reduce/increase during less work intensive periods or periods of high work intensity. Written minutes (bullet points) and actions to be provided by the supplier.

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KEY STAFF

[REDACTED]

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

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:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:		Role:	
Date:	06/09/2023	Date:	06/09/2023