

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

## Order Form

ORDER REFERENCE: **BC.IFATE-73.**

THE BUYER: **The Institute for Apprenticeships and Technical Education**

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

THE SUPPLIER: Institute for Employment Studies (IES)

SUPPLIER ADDRESS: City Gate, 185 Dyke Road, Brighton, BN3 1TL

REGISTRATION NUMBER: 931547

DUNS NUMBER: 22-527-5759

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-WUCH82V

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **1<sup>st</sup> November 2022.**

It's issued under the DPS Contract with the reference number **RM6126** for the provision of analysis.

### 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)
3. DPS Special Terms

The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 Research and Insights**
  - 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 **BC.IFATE-73**
  - Order Schedule 1 (Transparency Reports)
  - Order Schedule 2 (Staff Transfer)
  - Order Schedule 3 (Continuous Improvement)
  - Order Schedule 9 (Security)
  - Order Schedule 20 (Order Specification)

**4. CCS CORE TERMS (DPS VERSION) V1.0.3**

**5. JOINT SCHEDULE 5 (CORPORATE SOCIAL RESPONSIBILITY RM6126**

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: 1<sup>st</sup> November 2023**

**ORDER EXPIRY DATE: 31<sup>st</sup> March 2023**

**ORDER INITIAL PERIOD: 5 Months**

**DELIVERABLES**

**Name of Deliverable**

**1 Research report WC 20<sup>th</sup> March**

The written report should highlight what is working well within the current skills system and provide recommendations on what improvements could make the integrated skills system better.

**2 Research presentation WC 27<sup>th</sup> March**

The presentation should consolidate findings from the report and be clear and engaging

See details in **Order Schedule 20 (Order Specification)**

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

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**MAXIMUM LIABILITY**

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The annual total liability of either Party for all Property defaults will not exceed £1 million.

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is one hundred and twenty five percent (125%).

**ORDER CHARGES**

**£81,338**

**REIMBURSABLE EXPENSES**

None

**PAYMENT METHOD**

BACS transfer

**BUYER'S INVOICE ADDRESS:**

[REDACTED]

**Company Address:**

Sanctuary Buildings,

Great Smith Street,

London

Greater London

SW1P 3BT

**BUYER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**BUYER'S ENVIRONMENTAL POLICY**

Available online at: [Our sustainability commitment / Institute for Apprenticeships and Technical Education](#)

**BUYER'S SECURITY POLICY**

As per Call-Off Schedule 9 (Security)

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]

**PROGRESS REPORT FREQUENCY**

Weekly 30-minute catch-up calls

**KEY STAFF**

[REDACTED]

**KEY SUBCONTRACTOR(S)**

Qa Research Ltd  
Merchant House  
11a Piccadilly  
York  
YO1 9WB

[REDACTED]

[REDACTED]

**E-AUCTIONS**

Not applicable

**COMMERCIALY SENSITIVE INFORMATION**

Not applicable

**SERVICE CREDITS**

Not applicable

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

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**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

Not applicable

**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:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	11/11/2022	Date:	14/11/2022