

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **25671 Disadvantaged Groups (ecm_11245)**

THE BUYER: Department for Work and Pensions (DWP)

BUYER ADDRESS Caxton House, Tothill Street, London, SW1H 9DA

THE SUPPLIER: IFF Research Ltd

SUPPLIER ADDRESS: St Magnus House, 3 Lower Thames Street,
London, EC3R 6HD

REGISTRATION NUMBER: **00849983**

DUNS NUMBER: **211574041**

DPS SUPPLIER REGISTRATION SERVICE ID: **SQ-BK6S9Z6**

This Order Form is for the provision of the Call-Off Deliverables and dated 06/07/23

It is issued under the Framework Contract with the reference number RM6126 for the provision of Survey of Disadvantage Groups.

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
4. The following Schedules in equal order of precedence:
 - Joint Schedules: -
 - Joint Schedule 1 (Definitions)

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- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- 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: -
 - 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 8 (Business Continuity and Disaster Recovery)
 - Order Schedule 9 (Security)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 20 (Order Specification)

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

6. Joint Schedule 5 (Corporate Social Responsibility)

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: 06/07/23

ORDER EXPIRY DATE: 31/12/2024

ORDER INITIAL PERIOD: 1 year 6 months

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

MAXIMUM LIABILITY

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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 £225,000 (maximum contract £450,000 / 2)

ORDER CHARGES

Maximum contract value £450,000

See details in Order Schedule 5 (Pricing Details)

The Charges can only be changed by agreement in writing between the Buyer and the Supplier.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Electronic invoice containing purchase order number

Invoice intervals to be agreed with DWP Contract Manager (contact details to be provided)

BUYER'S INVOICE ADDRESS:

Invoices must contain the purchase order number and submitted to SSCL by email to APinvoices-DWP-U@gov.sscl.com. Copy invoice to DWP Contract Manager (contact details to be supplied)

BUYER'S AUTHORISED REPRESENTATIVE

[Yvette Hartfree] (Details to be provided)

[Project Manager]

[yvette.hartfree@dwp.gov.uk]

[Department for Work and Pensions, Kings Court, Sheffield, S1 2FD]

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Insert] name]

[Insert] role]

[Insert] email address]

[Insert] address]

SUPPLIER'S CONTRACT MANAGER

Lorna Adams

Director

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Lorna.Adams@IFFResearch.com

St Magnus House

3 Lower Thames Street

London

EC3R 6HD

PROGRESS REPORT FREQUENCY

TBC

PROGRESS MEETING FREQUENCY

TBC

KEY STAFF

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KEY SUBCONTRACTOR(S)

None

COMMERCIALLY SENSITIVE INFORMATION

Individual staff contact details and day rates. Breakdown of fees.

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SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

For and on behalf of the Seller:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	19 th July 2023	Date:	20 th July 2023