

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **25965 Service Modernisation Programme
ECM_11519**

BUYER: Department for Work and Pensions (DWP)

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

THE SUPPLIER: IFF Research Limited

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

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 211574041

DPS SUPPLIER REGISTRATION SERVICE ID: Z557169

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 31/10/23. It's issued under the DPS Contract with the reference number RM6126 Research & insights for the provision of Service Modernisation Programme

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) DPS RM6126 Research & Insights
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6126 Research & Insights
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors)

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

- 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)

- 4. CCS Core Terms (DPS version) v1.0.3
- 5. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research & Insights
- 6. 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

None

ORDER START DATE:	03/11/23
ORDER EXPIRY DATE:	02/11/25
ORDER INITIAL PERIOD:	2 years initial period (with an option to extend up to 6 months)

DELIVERABLES

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

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 £360,247.05 (max contract value / 2)

ORDER CHARGES

Maximum Contract Value £720,494.10

See details in Order Schedule 5 (Pricing Details)

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 - Maisie Payne

BUYER'S AUTHORISED REPRESENTATIVE

Maisie Payne
Senior Social Researcher
Floor 3 Zone E, Caxton House, London SW1H 9NA
maisie.payne@dwp.gov.uk

SUPPLIER'S AUTHORISED REPRESENTATIVE

Lorna Adams

SUPPLIER'S CONTRACT MANAGER

Lorna Adams

PROGRESS REPORT FREQUENCY

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

To be agreed with the DWP Project Lead and IFF Contract Manager

PROGRESS MEETING FREQUENCY

To be agreed with the DWP Project Lead and IFF Contract Manager

KEY STAFF

See details the IFF bid submission.

KEY SUBCONTRACTOR(S)

COMMERCIALLY SENSITIVE INFORMATION

Staff day rates and contact details.

IFF proposal and costs.

SERVICE CREDITS

Not applicable

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:	REDACTED	Name:	REDACTED
Role:	Director	Role:	Category Lead
Date:	13 th November 2023	Date:	13 th November 2023