

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **CPD4124006**

THE BUYER: **Department for Levelling Up, Housing and Communities**

BUYER ADDRESS **2 Marsham Street, London, SW1P 4DF**

THE SUPPLIER: **I.F. F Research Limited**

SUPPLIER ADDRESS: **5th Floor, St. Magnus House, 3 Lower Thames St, London EC3R 6HD**

REGISTRATION NUMBER: **00849983**

DUNS NUMBER: **211574041**

DPS SUPPLIER REGISTRATION SERVICE ID: **Z5571698**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 24th June 2022
It's issued under the DPS Contract with the reference number **RM6126 for the Evaluation of Community Vaccine Champions Programme**

DPS FILTER CATEGORY(IES):

Public health, Vaccination programmes, Mixed method (qualitative and quantitative), Impact evaluation, England, Wales, Scotland

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**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 1 (Definitions)
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 5 (Corporate Social Responsibility)
 - Joint Schedule 6 (Key Subcontractors)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for **RM6126**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 4 (Order Tender)
 - 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) **RM6126**
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.]

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: **30/06/2022**

ORDER EXPIRY DATE: **27/01/2023**

ORDER INITIAL PERIOD: **Six (6) MONTHS**

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

[REDACTED]

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

[REDACTED]

REIMBURSABLE EXPENSES

none

PAYMENT METHOD

BACS / Electronic Invoice.

Invoices must quote the Buyer's contract number and purchase order number (to be confirmed) along with an appropriate description of work completed and timesheets which have been approved by the Buyer. Failure to do so may result in a delay in payment for which the Buyer cannot be held responsible.

BUYER'S INVOICE ADDRESS:

clginvoices@communities.gov.uk

CP2P Team, DLUHC, 4th Floor, High Trees, Hillfield Road, Hemel Hempstead, HP2 4XN.

BUYER'S AUTHORISED REPRESENTATIVE

N/A

BUYER'S ENVIRONMENTAL POLICY

Greening Government Commitments Annual Report [April 2020]

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/883779/ggc-annual-report-2018-2019.pdf

BUYER'S SECURITY POLICY

Security Requirements are set out in DPS Order Schedule 9 (short form A).

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Fortnightly

PROGRESS MEETING FREQUENCY

Fortnightly

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

[REDACTED]

E-AUCTIONS

Not Applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier proposal and break down of cost details.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

"Joint Schedule 3 – Insurance Requirements, Annex: Required Insurances" shall be:

1.1 professional indemnity insurance with cover for a single event of not less than one million pounds (£1,000,000);

1.2 public liability insurance with cover for a single event of not less than one million pounds (£1,000,000); and

1.3 employers' liability insurance with cover for a single event of not less than one million pounds (£1,000,000).

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)]

[REDACTED]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	[REDACTED]	Signature:	[REDACTED]
Name:	[REDACTED]	Name:	[REDACTED]
Role:	[REDACTED]	Role:	[REDACTED]
Date:	[REDACTED]	Date:	[REDACTED]