

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **25898 Local Supported Employment
ECM_11343**

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: Z5571698

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 07/09/23. It's issued under the DPS Contract with the reference number RM6126 Research & insights for the provision of Local Supported Employment

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)

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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)

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: 11/09/23

ORDER EXPIRY DATE: 10/09/26

ORDER INITIAL PERIOD: 3 years initial period (with an option to extend up to 12 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 £114,324.04

ORDER CHARGES

Maximum contract value £342,972.13 - See details in Order Schedule 5 (Pricing Details).

If additional impact analysis is required these costs must be added as a contract variation and will not exceed £118,820.79

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

Chris Gunning – chris.gunning@dpw.gov.uk

Natalia Perez-Phillips – Natalia.perez-phillips@dpw.gov.uk

SUPPLIER'S AUTHORISED REPRESENTATIVE

Angus Tindle and Daniel Pearmain

Research Directors

angus.tindle@IFFResearch.com; daniel.pearmain@IFFResearch.com

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IFF Research Ltd., St Magnus House, 3 Lower Thames Street, London, EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

David Power

Senior Research Manager

Louis.horsley@IFFResearch.com

IFF Research Ltd., St Magnus House, 3 Lower Thames Street, London, EC3R 6HD

PROGRESS REPORT FREQUENCY**TBC****PROGRESS MEETING FREQUENCY****TBC****KEY STAFF**

Key Role	Key Staff	Contact Details
Research Directors	Angus Tindle, Daniel Pearmain	angus.tindle@IFFResearch.com daniel.pearmain@IFFResearch.com
Associate Directors	Helena Page	helena.page@IFFResearch.com
Senior Research Manager	David Power	david.power@IFFResearch.com

KEY SUBCONTRACTOR(S)

Key Role	Key Staff	Contact Details
Project Directors, YHEC	Jo Hanlon Nick Hex	jo.hanlon@york.ac.uk nick.hex@york.ac.uk

COMMERCIALY SENSITIVE INFORMATION

Staff day rates, number of days proposed, and contact details.

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:	REDACTED	Signature:	REDACTED
Name:		Name:	
Role:	Director, IFF Research	Role:	Category Lead
Date:	14 th September 2023	Date:	20 th September 2023