

DPS Schedule 6 Order Form & Order Schedules

ORDER REFERENCE: **TANL3029**

THE BUYER: **Department for Transport (DfT)**

BUYER ADDRESS **Great Minster House,
Horseferry Road
London
SW1P 2AA**

THE SUPPLIER: **IPSOS (Market Research) Ltd**

SUPPLIER ADDRESS: **3 Thomas More Square
London
E1W 1YW**

REGISTRATION NUMBER: **00948470**

DUNS NUMBER: **227257185**

DPS SUPPLIER REGISTRATION SERVICE ID: **[SQ-ABE7ZEU]**

This Order Form, when completed and executed by both Parties, forms an Order Contract. An Order Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form.

It is essential that if you, as the Buyer, add to or amend any aspect of any Order Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 09/04/2024.

It's issued under the DPS Contract with the reference number R6126 for the provision of Research & Insights

DPS FILTER CATEGORY(IES):
Not applicable

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) R6126
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for R6126
 - 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 R6126
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 10 (Exit Management)
 - Order Schedule 14 (Service Levels)
 - Order Schedule 15 (Order Contract Management)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **R6126**
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

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: 15/04/2024

ORDER INITIAL EXPIRY DATE: 14/04/2025

ORDER INITIAL PERIOD: 1 Year, with the option to extend by 2 further years, and 1 addition year (1+2+1-

year term), as stipulated in the Attachment 1 document.

DELIVERABLES

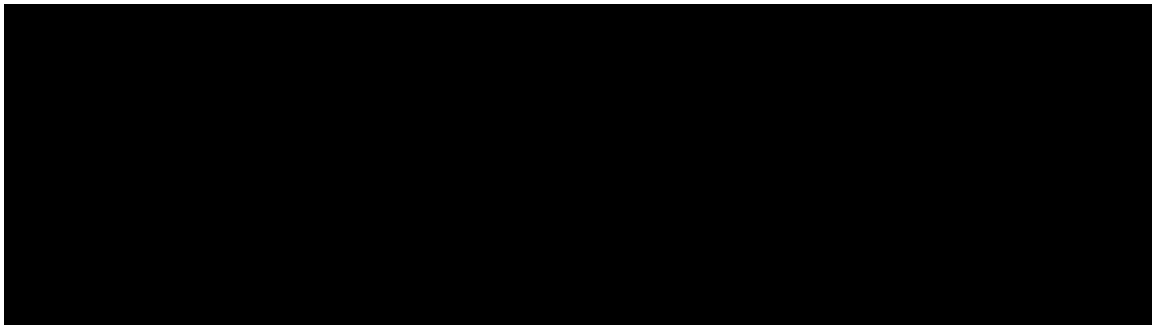
- Deliverables and core milestones as stipulated in DfT's Attachment 3 – Statement of Requirements (attached below).
- The bidder shall deliver these services in accordance with their formal tender submission (attached below).

DfT Attachment 3 – Statement of Requirements



Attachment 3 -
Statement of Requirer

IPSOS (Market Research) Ltd – formal Tender Submission (Technical).



MAXIMUM LIABILITY

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

- The Estimated maximum Year 1 Charges used to calculate liability in the first Contract Year is £300,000.00
- The Estimated maximum Charges for years 2, 3 used to calculate liability (if extended, subject to Departmental internal approval and funding) is £600,000.00.

Subject to need, the contract may be extended by an additional +1 year, taking the total contract duration to 4 years. The Estimated maximum liability charge for the fourth year (if implemented) is £300,000.00.

ORDER CHARGES

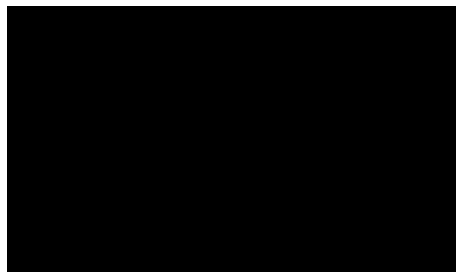
- Attachment 4 – Pricing Schedule IPSOS (attached below).

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- The DfT will agree with the supplier which sample category they wish to progress with (i.e. UK Wide or England Only).
- The estimated maximum charges for year one is up to £300,000.00 excluding VAT (subject to the sample type).
- The estimated maximum value of this contract for the first three (3) years is £900,000.00 excluding VAT.
- Subject to need, the contract may be extended by an additional 1 year, taking the total contract duration to four (4) years. The estimated maximum contract value for year 4 is £300,000.00 excluding VAT.
- Contract extensions are subject to DfT budgetary approval, business demand and DfT formal written approval.

IPSOS (Market Research) Ltd – Attachment 4 Pricing Schedule



REIMBURSABLE EXPENSES

None

PAYMENT METHOD

You will be issued with a Purchase Order number for this contract and will need to quote this number on all invoices, which should be submitted directly to:

Via email: **ssa.invoice@sharedservicesarvato.co.uk**

Or post:

Accounts Payable,
Shared Services Arvato,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.

BUYER'S INVOICE ADDRESS:

DfT Shared Services Arvato
Accounts Payable Team
5 Sandringham Park
Swansea Vale
Swansea

SA7 0EA

BUYER'S AUTHORISED REPRESENTATIVE

DfT Contract Lead

[REDACTED]

Department for Transport
Senior Research Officer, Social Research

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

[REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

DfT Secondary Contract Leads

[REDACTED]

Department for Transport
Principal Research Officer, Social Research

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

[REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

[REDACTED]

Department for Transport
Principal Research Officer, Social Research

[REDACTED] [@dft.gov.uk](mailto:[REDACTED]@dft.gov.uk)

[REDACTED]

Great Minster House 33 Horseferry Road, London, SW1P 4DR

BUYER'S ENVIRONMENTAL POLICY



DfT Corporate
Environmental Policy.pdf

BUYER'S SECURITY POLICY



DfT Information and
Cyber Security Policy.docx

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Research Director, IPSOS (Market Research) Ltd

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

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

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3 Thomas More Square, London, E1W 1YW

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Contract Director

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Blackfriars House St Marys, Parsonage, Manchester, M3 2JA

PROGRESS REPORT FREQUENCY

The frequency of progress reports will vary over the contract term (between weekly and monthly) and will be agreed between the Buyer and the Supplier at contract inception.

PROGRESS MEETING FREQUENCY

The frequency of progress meetings will vary over the contract term (between weekly and monthly) and will be agreed between the Buyer and the Supplier at contract inception.

KEY STAFF

[REDACTED]

Survey Director

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

[REDACTED]

Survey Manager

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

[REDACTED]

Project Executive

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

[REDACTED]

Methods Advisor

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

[REDACTED]

Data Manager

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

[REDACTED]

Sampling/weighting advisor

[REDACTED] [@ipsos.com](mailto:[REDACTED]@ipsos.com)

Ipsos UK, 3 Thomas More Square, E1W 1YW – United Kingdom

KEY SUBCONTRACTOR(S)

- **Formara Limited** (16 The Candlemakers, Temple Farm Business Park, Southend-On-Sea, Essex, England, SS2 5RX)
- **The Delivery Group Limited** (Unit 2 Catalina Approach, Omega South, Warrington, England, WA5 3UY)
- **Blackhawk Network EMEA LTD** (Westside, London Road, Hemel Hempstead, Hertfordshire, United Kingdom, HP3 9TD)
- **Criteria Fieldwork Limited** (144 Liverpool Road, London, England, N1 1LA)

Management of the subcontractors, including payment and the services provided, are the responsibility of the prime contractor, IPSOS (Market Research) Ltd. This agreement is strictly between the Department for Transport and IPSOS (Market Research) Ltd.

E-AUCTIONS

Not applicable

[REDACTED]

- [REDACTED]
- [REDACTED]
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SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

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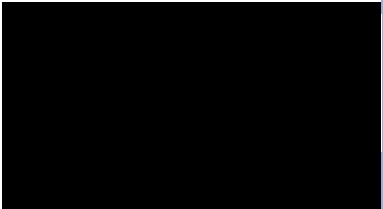
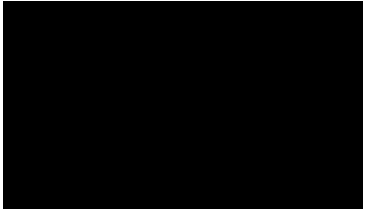


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GUARANTEE

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:	Contract Manager	Role:	DfT Commercial Manager
Date:	19/04/2024	Date:	09/04/2024