

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **Project 18555**

THE BUYER: **Home Office – Secretary of State for the Home Department**

BUYER ADDRESS: **Home Office, 2 Marsham Street, London, SW1P 4DF**

THE SUPPLIER: **IFF Research Ltd**

SUPPLIER ADDRESS: **5th Floor, The Harlequin Building, 65 Southwark Street, London SE1 0HR**

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 17th February 2025. It's issued under the DPS Contract with the reference number RM6126 Research and Insights DPS for the provision of Move On Evaluation.

DPS FILTER CATEGORY(IES):
Asylum / Immigration / Migration, Social exclusion, Qualitative, Depth interviews, Focus group discussions, Narrative inquiry / narrative analysis, Hidden / hard to reach / socially excluded / vulnerable populations, England, Wales, Scotland, Northern Ireland

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 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 **project_18555**
 - 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 9 (Security)
 - [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

Review of recruitment strategy progress following milestone Output 3.

ORDER START DATE: **24th February 2025**

ORDER EXPIRY DATE: **24th November 2025**

ORDER INITIAL PERIOD: **9 months**

Optional extension period of up to 3 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
<Redacted>

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)]

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Purchase Order and Invoice with payments via BACS. Payment will be aligned to the agreed deliverables and associated timing(s).

The electronic PDF invoice shall be emailed to:

HOSupplierinvoices@homeoffice.gov.uk

BUYER'S INVOICE ADDRESS:

**2 Marsham Street
London.
SW1P 4DF**

BUYER'S AUTHORISED REPRESENTATIVE

<Redacted>

BUYER'S ENVIRONMENTAL POLICY

[Environmental Policy](#)

BUYER'S SECURITY POLICY

[Data Security Policy](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

<Redacted>

SUPPLIER'S CONTRACT MANAGER

<Redacted>

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PROGRESS REPORT & MEETING FREQUENCY

<Redacted>

KEY STAFF

<Redacted>

KEY SUBCONTRACTOR(S)

<Redacted>

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

<Redacted>

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	<Redacted>	Signature:	<Redacted>
Name:	<Redacted>	Name:	<Redacted>
Role:	Director (Research)	Role:	Associate Commercial Specialist
Date:	18/02/25	Date:	20/02/2025

Annex 1 – Schedules

Joint Schedules

<Redacted>

Amended Joint Schedules

<Redacted>

Order Schedules

<Redacted>

Amended Order Schedules

<Redacted>

DPS Terms and Conditions

<Redacted>