

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: CCZZ24A19

THE BUYER: Cabinet Office

BUYER ADDRESS: 1 Horse Guards Road, London, SW1A 2HQ

THE SUPPLIER: Explain Market Research

SUPPLIER ADDRESS: Earl Grey House, 75-85 Grey St, Newcastle upon Tyne NE1 6EF

REGISTRATION NUMBER: 02880683

DUNS NUMBER: 570557066

DPS SUPPLIER REGISTRATION SERVICE ID: TBC by the supplier at Contract Award

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 28/03/2025.

It's issued under the DPS Contract with the reference number RM6126 for the provision of research services.

DPS FILTER CATEGORY(IES)

'Thematic Analysis' and 'Analysis and Modelling'.

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 7 (Financial Difficulties)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 - Joint Schedule 12 (Supply Chain Visibility)
 - Order Schedules for RM6216
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 2 (Staff Transfer)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 10 (Exit Management) (paragraphs 2.1; 2.2.1; 2.2; 2.3.1; 2.4; and 4.1 only apply if requested by the Buyer)
 - Order Schedule 15 (Order Contract Management)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) RM6216
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:

Special Term 1 Security Management (Short Form)

ORDER START DATE: 01/04/2025

ORDER EXPIRY DATE: 16/09/2025

ORDER INITIAL PERIOD: Twenty-Four (24) Weeks

EXTENSION OPTION: Up to Four (4) Weeks

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 £68,700.00 excluding VAT. This figure is based on the maximum number of responses the supplier is willing to analyse, which is 12,000 responses.

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

The payment method for this contract is BACS.

The Buyer will pay the Supplier within 30 days of receipt of a valid undisputed invoice.

All electronic invoices must be sent, quoting a valid Purchase Order (PO) Number.

You must be in receipt of a valid PO Number before submitting an invoice. To avoid delay in payment it is important that the invoice is compliant and that it includes a valid PO Number, PO Number item number (if applicable) and the details (name and telephone number) of your Buyer contact (i.e., Contract Manager).

BUYER'S INVOICE ADDRESS

Shared Services Connected Limited
CAB Procure to Pay
PO Box 405
Newport
NP10 8FZ

BUYER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

BUYER'S ENVIRONMENTAL POLICY

Cabinet Office Environmental Policy Statement available online at:

<https://www.gov.uk/government/publications/cabinet-office-environmental-policy-statement>

BUYER'S SECURITY POLICY

Not applicable

SUPPLIER'S AUTHORISED REPRESENTATIVE

REDACTED TEXT under FOIA Section 40, Personal Information

SUPPLIER'S CONTRACT MANAGER

REDACTED TEXT under FOIA Section 40, Personal Information

PROGRESS REPORT FREQUENCY

Weekly progress updates - to update on progress towards milestones and management of risks arising.

Fieldwork updates (frequency to be agreed) – to outline response rates and progress towards targets.

PROGRESS MEETING FREQUENCY

Monthly contract review updates - to review adherence to objectives and milestones, and consider any course correction required.

KEY STAFF

REDACTED TEXT under FOIA Section 40, Personal Information

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See details in Joint Schedule 4 (Commercially Sensitive Information)

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 TEXT under FOIA Section 40, Personal Information	Signature:	REDACTED TEXT under FOIA Section 40, Personal Information
Name:	REDACTED TEXT under FOIA Section 40, Personal Information	Name:	REDACTED TEXT under FOIA Section 40, Personal Information
Role:	REDACTED TEXT under FOIA Section 40, Personal Information	Role:	REDACTED TEXT under FOIA Section 40, Personal Information
Date:	08.04.25	Date:	09.04.25