**DPS Schedule 6 (Order Form Template and Order Schedules)**

**Order Form**

ORDER REFERENCE: CCZZ22A03/DWP24610

THE BUYER: Department for Work and Pensions

BUYER ADDRESS Department for Work and Pensions, Caxton House, London, SW1H 9DA

THE SUPPLIER: Kantar Public UK Limited

SUPPLIER ADDRESS:6 more London Place, London, SE1 2QY

REGISTRATION NUMBER:13663077

DUNS NUMBER: 228340905

DPS SUPPLIER REGISTRATION SERVICE ID:439910

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated TBC at Contract Award It’s issued under the DPS Contract with the reference number RM6126 Research & Insight for the provision of Low Earners & Automatic Enrolment. Only the suppliers selected through the shortlisting process as per the framework have been invited. The filters used were: Pensions, Employment, Retirement, Thematic analysis, Qualitative, Depth interviews, Private sector employees, Public sector employees, Low income, England, Wales, Scotland.

DPS FILTER CATEGORY(IES):

The filters used were:

Pensions, Employment, Retirement, Thematic analysis, Qualitative, Depth interviews, Private sector employees, Public sector employees, Low income, 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 Research & Insight
3. DPS Special Terms
4. The following Schedules in equal order of precedence:

* Joint Schedules for RM6126 Research & Insight
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 5 (Pricing Details)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for RM6126 Research & Insight
  + 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)

1. CCS Core Terms (DPS version) v1.0.3
2. Joint Schedule 5 (Corporate Social Responsibility) RM6126 Research & Insight

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. The contractor will be required to complete a Generic Security Assurance Document (GSAD) (or any such replacement) on a yearly basis to ensure it is up to date throughout the contract lifetime. Each GSAD (or any such replacement) will include tailored assurances based on the type and volume of data which will be collected, processed, transmitted or shared as part of the Contract Requirements. The Contractor will be responsible for following all data protection procedures detailed within the SARA form completed by the DWP Project managers for each project delivered under this agreement. This will be undertaken to ensure that data security procedures for all work delivered by this agreement meet the DWP standards.

ORDER START DATE: 27th June 2022

ORDER EXPIRY DATE: 26th April 2023

ORDER INITIAL PERIOD: Ten (10) 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£123,420.00

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

BACs

BUYER’S INVOICE ADDRESS:

Invoices to be submitted to

SSCL Via Email to **REDACTED TEXT under FOIA Section 40, Personal Information**.

Copy to DWP Contract Manager - contact details to be provided at commencement.

BUYER’S AUTHORISED REPRESENTATIVE

**REDACTED TEXT under FOIA Section 40, Personal Information**., Department for Work and Pensions, BP5101, Benton Park View, Newcastle, NE98 1YX

BUYER’S ENVIRONMENTAL POLICY

N/A

BUYER’S SECURITY POLICY

N/A

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

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

**REDACTED TEXT under FOIA Section 40, Personal Information**.

KEY SUBCONTRACTOR(S)

**REDACTED TEXT under FOIA Section 40, Personal Information**.

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

**REDACTED TEXT under FOIA Section 43 Commercial Interests**.

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

SOCIAL VALUE COMMITMENT

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 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: | **REDACTED TEXT under FOIA Section 40, Personal Information**. | Date: | **REDACTED TEXT under FOIA Section 40, Personal Information**. |