

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: PS23384

THE BUYER: Advisory Conciliation and Arbitration Service (ACAS)

BUYER ADDRESS 8th Floor, Windsor House, 50 Victoria St, Westminster, London SW1H 0TL

THE SUPPLIER: IFF Research Ltd

SUPPLIER ADDRESS: St Magnus House, 3 Lower Thames Street, London, EC3R 6HD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: Not known

DPS SUPPLIER REGISTRATION SERVICE ID: Not known

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 18th December 2023.

It's issued under the DPS Contract with the reference number RM6126 for the provision of Future of Advice Service -Future Design Transformation.

DPS FILTER CATEGORY(IES):

Subject Area

Business, Finance, and the Economy

Business transformation and change
Competition, markets and mergers
Digital economy
Emerging markets
Financial services
Regulated industries / markets / services
Economics (appraisal and behavioural economics)
Financial advice and guidance

Crime and Justice

Access to justice

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Courts, tribunals and legal services

Culture, Media and Sport

Broadcast media

Digital media

Print media

Social media

Education, Training and Employment

Employment

Human resources

Government and International

Local Government

Central Government

Diversity, equality and protected characteristics

Civil service / Government / Parliamentary reform

Science, Technology, Engineering and Manufacturing

AI (Artificial Intelligence) and automation

Digital design, delivery and implementation

Digital markets and platforms

IT

Research Methods

Analysis and Modelling

Econometric analysis

Financial analysis (incl. cost-benefit analysis, return on investment analysis)

Impact assessment

Performance analysis

Risk analysis

Social media analysis

Demographic modelling

Multivariate modelling

Predictive modelling

Risk modelling

Soft systems modelling

Data collection Method (general)

Mixed method (qualitative and quantitative)

Face-to-face

Online

CAPI (computer assisted personal interview)

CATI (computer assisted telephone interview)

Case studies

Co-creation / co-design

Depth interviews

Focus group discussions

Workshop

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Evaluation and Evidence Synthesis

Impact evaluation

Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)

Process evaluation

Value-for-money evaluation

Systematic review (SR)

Literature Review / Narrative Review / Narrative Literature Review

Horizon scanning

Research Specialisms

Behaviour change

Behavioural insights research

Brand awareness research

Business-to-Business (B2B) research

Communications testing research

Concept testing research

Customer journey research

Customer satisfaction research

Employee / staff engagement and satisfaction research

Reputation research

Stakeholder research

User Experience (UX) research

Misinformation / disinformation

Behavioural science

Sample Design / Source

Random / stratified random sample

Quota-based sample

Cluster sampling

Customer List

Mixed-mode

Panel

Purposive sampling

River sampling

Target participants

Micro businesses

Small businesses

Medium businesses

Large businesses

Ordinary partnerships

Companies

Business leaders

Employers

Senior executives ("C-suite")

Registered for VAT or PAYE

Not registered for VAT or PAYE

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Education, Training and Employment

Apprentices

Digitally excluded

Low digital skills

Private sector employees

Public sector employees

Self-employed

Under-employed

Professionals

Civil servants

Professional body / union members

Specialist Groups

Hidden / hard to reach / socially excluded / vulnerable populations

People with disabilities

People with physical health issues / long term illness

People with mental health issues

Research Location

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**
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 RM6126**

- Order Schedule 2 (Staff Transfer)
- Order Schedule 3 (Continuous Improvement)
- Order Schedule 5 (Pricing Details)

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- Order Schedule 7 (Key Supplier Staff)
- 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

The following Special Terms are incorporated into this Order Contract:

None

ORDER START DATE: 18th December 2023

ORDER EXPIRY DATE: 29th March 2024

ORDER INITIAL PERIOD: 3 Months, 11 days

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.

In accordance with Clause 11.6, the Supplier's total aggregate liability in each Contract Year under Clause 14.8 is no more than the Data Protection Liability, being **£100,000.00**

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is **£98,877.50**

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

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All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: [REDACTED]

Within 10 Working Days of receipt of your countersigned copy of this Order Form, we will send you a unique 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, item number (if applicable) and the details (name, email, and telephone number) of your Buyer contact (i.e. Buyer Authorised Representative). Non-compliant invoices may be sent back to you, which may lead to a delay in payment.

Payments will be made via Bacs

If you have a query regarding an outstanding payment please contact our Accounts Payable team by email to : [REDACTED] between 09:00-17:00 Monday to Friday.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]

Invoices to be sent via email only

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

N/A

BUYER'S SECURITY POLICY

N/A

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

PROGRESS REPORT FREQUENCY

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Weekly

PROGRESS MEETING FREQUENCY

Fortnightly Face to Face Meeting

KEY STAFF

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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

DPS Schedule 6 (Order Form Template and Order Schedules)

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	10th December 2023	Date:	12th December 2023