

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

## Order Form

ORDER REFERENCE: **UKRI-3188 IUK Fast Start Impact Evaluation**

THE BUYER: **UK Research and Innovation**

BUYER ADDRESS **Polaris House, North Star Avenue, Swindon,  
SN2 1FL, UK**

THE SUPPLIER: Ipsos Market Research Ltd

SUPPLIER ADDRESS: IPSOS Market Research Limited, 3 Thomas More  
Square London E1W 1YW

REGISTRATION NUMBER: 948470

DUNS NUMBER: 22-725-7185

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **August 2023**.  
It's issued under the DPS Contract with the reference number **RM6126** for the  
provision of **UKRI-3188 IUK Fast Start Impact Evaluation** Services.

### DPS FILTER CATEGORIES:

<b>Evaluation and Evidence Synthesis</b>
Impact evaluation
Experimental/quasi-experimental impact evaluation
Theory-based impact evaluation (incl. Theories of Change (ToC) and Logic Modelling)
Realist evaluation
Synthesis evaluation
Process evaluation

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Value-for-money evaluation
Systematic review (SR)
Rapid Evidence Assessment (REA)
Scoping Review
Literature Review/Narrative Review/Narrative Literature Review
Meta-analysis

### ORDER INCORPORATED TERMS

The following documents are incorporated into this Order Contract. Where numbers are missing or it states not applicable, 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 – **Not applicable**
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) **Not used**
    - Joint Schedule 7 (Financial Difficulties)
    - Joint Schedule 8 (Guarantee) **Not used**
    - Joint Schedule 10 (Rectification Plan)
    - Joint Schedule 11 (Processing Data) **Not Applicable See Annex A**
    - Joint Schedule 12 (Supply Chain Visibility)
  - Order Schedules for **RM6126**
    - Order Schedule 1 (Transparency Reports) **Not Applicable**
    - Order Schedule 2 (Staff Transfer) **Not Applicable**
    - Order Schedule 3 (Continuous Improvement)
    - Order Schedule 5 (Pricing Details) – **Appendix C UKRI-3188 Price Schedule**
    - Order Schedule 7 (Key Supplier Staff)
    - Order Schedule 8 (Business Continuity and Disaster Recovery)
    - Order Schedule 9 (Security) **Not Applicable**
    - Order Schedule 10 (Exit Management)
    - Order Schedule 12 (Clustering) **Not Applicable**

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- Order Schedule 14 (Service Levels) **Not Applicable**
  - Order Schedule 15 (Order Contract Management)
  - Order Schedule 16 (Benchmarking) **Not Applicable**
  - Order Schedule 17 (MOD Terms) **Not Applicable**
  - Order Schedule 18 (Background Checks) **Not Applicable**
  - Order Schedule 19 (Scottish Law) **Not Applicable**
  - Order Schedule 20 (Order Specification)
  - Order Schedule 21 (Northern Ireland Law) **Not Applicable**
  - Order Schedule 23 (HMRC Terms) **Not Applicable**
5. CCS Core Terms (DPS version) v1.0.3 **Appendix D UKRI-3188 RM6126 Core Terms**
6. Joint Schedule 5 (Corporate Social Responsibility)
7. Order Schedule 4 (Order Tender) **Not Applicable**

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

None

ORDER START DATE:\* **09 January 2024**

ORDER EXPIRY DATE:\* **08 June 2027**

ORDER INITIAL PERIOD: **The total duration of this contract is 41 months with no option to extend.**

### 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 maximum value of the contract used to calculate liability is **£221,411.50**

### ORDER CHARGES

See details in Order Schedule 5 (Pricing Details) **Appendix C UKRI-3188 Price Schedule**

### REIMBURSABLE EXPENSES

Not applicable

### PAYMENT METHOD

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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The Supplier shall submit an invoice within 28 days of supplying the Supplies and or performing Services to the satisfaction of the Contracting Authority. The invoice shall show the amount of VAT payable and bear the Purchase Order number. Save where an invoice is disputed, the Contracting Authority shall pay the Contractor within 30 days of receipt of an invoice via BACS payment.

# FOIA Section 40 Personal Information

The Supplier must facilitate payment by the Buyer of the Charges under a Call-Off Contract under any method agreed with the Buyer in the Order Form.

The Supplier must facilitate a change of payment method during the term of any Call-Off Contract.

The Supplier shall not charge the Buyer for a change in payment method during the term of the Call-off Contract.

### BUYER'S INVOICE ADDRESS:

UK Research and Innovation  
UKRI Corporate Procurement

FOIA Section 40 Personal Information

Polaris House, North Star Avenue, Swindon, Wiltshire, SN2 1FL

### BUYER'S AUTHORISED REPRESENTATIVE

**UKRI Corporate Procurement**  
**UKRI Commercial Directorate**

FOIA Section 40 Personal Information

### BUYER'S ENVIRONMENTAL POLICY

<https://www.ukri.org/who-we-are/policies-standards-and-data/corporate-policies-and-standards/environmental-sustainability/>

### BUYER'S SECURITY POLICY

In line with UKRI Data Security checks

### SUPPLIER'S AUTHORISED REPRESENTATIVE

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### SUPPLIER'S CONTRACT MANAGER

FOIA Section 40 Personal Information

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**FOIA Section 40 Personal Information**

3 Thomas More Square, London, E1W Y1W

PROGRESS REPORT FREQUENCY

**FOIA Section 43 Commercial**

PROGRESS MEETING FREQUENCY

**FOIA Section 43 Commercial**

KEY STAFF

**FOIA Section 40 Personal Information**



KEY SUBCONTRACTOR(S)

Not Applicable

E-AUCTIONS

**Not applicable**

COMMERCIALLY SENSITIVE INFORMATION

Supplier's rates/information

SERVICE CREDITS  
**Not applicable**

ADDITIONAL INSURANCES  
**Not applicable**

GUARANTEE  
**Not applicable**

SOCIAL VALUE COMMITMENT  
**FOIA Section 43 Commercial**

For and on behalf of the Supplier:	For and on behalf of the Buyer:
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**FOIA Section 40 Personal Information**