

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

### Order Form

ORDER REFERENCE: **DFERPPU 22-23/048A**

THE BUYER: **Department for Education**

BUYER ADDRESS **Sanctuary Buildings, Great Smith Street,  
London, SW1P 3BT**

THE SUPPLIER: **NCFE**

SUPPLIER ADDRESS: **Q6 Quorum Park, Benton Lane, Newcastle  
upon Tyne NE12 8BT**

REGISTRATION NUMBER: **02896700**

DUNS NUMBER: **578437543**

DPS SUPPLIER REGISTRATION SERVICE ID: **DPS178997**

#### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **20 April 2023**.

It is issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of the **Multiply Programme pre and post diagnostic assessments**.

DPS FILTER CATEGORY(IES):

Data collection method: Simulated tests

Subject are "Workplace training / skills development" and "Adult education / life-long learning".

## 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 CCS Research & Insights Marketplace DPS**



DPS Joint Schedule  
1 - Definitions v1.0.g

3. DPS Special Terms
4. The following Schedules in equal order of precedence:
  - Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**

- Joint Schedule 2 (Variation Form)



DPS Joint Schedule  
2 - Variation Form v.

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule  
3 - Insurance Requir

- Joint Schedule 4 (Commercially Sensitive Information)



DPS Joint Schedule  
4 - Commercially Ser

- Joint Schedule 5 is covered in '6.' Below
- Joint Schedule 6 (Key Subcontractors)



DPS Joint Schedule  
6 - Key Subcontractc

- Joint Schedule 7 (Financial Difficulties)



DPS Joint Schedule  
7 - Financial Difficul

- Joint Schedule 8 (Guarantee)



DPS Joint Schedule  
8 - Guarantee v1.0.d

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

Crown Copyright 2021

- Joint Schedule 10 (Rectification Plan)



DPS Joint Schedule  
10 - Rectification Pla

- Joint Schedule 11 (Processing Data)



DPS Joint Schedule  
11 - Processing Data

- Joint Schedule 12 (Supply Chain Visibility)



DPS Joint Schedule  
12 - Supply Chain Vi

- Order Schedules for **DFERPPU 22-23/048A**

- Order Schedule 1 (Transparency Reports)



DPS Order  
Schedule 1 - Transp

- Order Schedule 2 (Staff Transfer)



DPS Order  
Schedule 2 - Staff Tr

- Order Schedule 3 (Continuous Improvement)



DPS Order  
Schedule 3 - Contini

- Order Schedule 4 (Order Tender) is contained in 7, below

- Order Schedule 5 (Pricing Details)



DPS Order  
Schedule 5 - Pricing

- Order Schedule 7 (Key Supplier Staff)



DPS Order  
Schedule 7 - Key Sup

- Order Schedule 8 (Business Continuity and Disaster Recovery)



DPS Order  
Schedule 8 - Busines

- Order Schedule 9 (Security)



DPS Order  
Schedule 9 - Securit

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

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- Order Schedule 10 (Exit Management)



DPS Order  
Schedule 10 - Exit M

- Order Schedule 15 (Order Contract Management)



DPS Order  
Schedule 15 - Order

- Order Schedule 18 (Background Checks)



DPS Order  
Schedule 18 - Backg

- Order Schedule 20 (Order Specification)



DPS Order  
Schedule 20 - Specif

### 5. CCS Core Terms (DPS version) v1.0.3



RM6126 DPS Core  
Terms v1.0.pdf

(Copy not included below, for Adobe Sign purposes)

### 6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**



DPS Joint Schedule  
5 - Corporate Social

- 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.



DPS Order  
Schedule 4 - Order 1

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. Safeguarding Children and Vulnerable Adults

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services and ICT Contracts

Special Term 4. Indexation

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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

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ORDER START DATE: 20/04/2023

ORDER EXPIRY DATE: 31/05/2025

ORDER INITIAL PERIOD: 2 years, 1 month

### 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

Total contract expenditure shall not exceed **£94,850** exclusive of VAT.

See details in Order Schedule 5 (Pricing Details)

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Via BACS upon submission of valid invoice.

A valid invoice must include the correct Purchase Order, which will be set up once the order form is signed.

### BUYER'S INVOICE ADDRESS:

[REDACTED]

Finance and Budget Manager

[REDACTED]

Department for Education, Sanctuary Buildings, Great Smith Street,  
London SW1P 3BT

Invoices must be submitted in pdf format, state the Purchase Order number (provided separately to this form), and sent via email to [REDACTED]

**BUYER'S AUTHORISED REPRESENTATIVE**

██████████ Senior Research Officer  
██████████

Department for Education, 3 Glass Wharf, Bristol, BS2 0PS

**BUYER'S ENVIRONMENTAL POLICY**

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at: <https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy>

**BUYER'S SECURITY POLICY**

Department for Education Personal Information Charter, available online at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#contents>

**SUPPLIER'S AUTHORISED REPRESENTATIVE**

██████████ Director of Operations  
██████████ Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

**SUPPLIER'S CONTRACT MANAGER**

██████████ Director of Operations  
██████████ Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

**PROGRESS REPORT FREQUENCY**

The supplier must provide written updates on a weekly basis during fieldwork. Frequency of other written updated will be agreed by the parties where necessary.

**PROGRESS MEETING FREQUENCY**

Weekly, dates to be agreed by the parties. Frequency may reduce during less work intensive periods. Written minutes to be provided by the supplier.

**KEY STAFF**

██████████ (Accountable Lead) Sales Manager  
██████████

Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

██████████ (Accountable Owner) Director of Operations  
██████████

Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

██████████ Chief Strategy Officer (Exec Project Sponsor)  
██████████

Q6 Quorum Business Park, Benton Lane, Newcastle Upon Tyne, NE12 8BT

**KEY SUBCONTRACTOR(S)**  
**N/A**

**E-AUCTIONS**  
Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**  
See Joint Schedule 4

**SERVICE CREDITS**  
Not applicable

**ADDITIONAL INSURANCES**  
Not applicable

**GUARANTEE**  
There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract

**SOCIAL VALUE COMMITMENT**  
The 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)

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	21 Apr, 2023	Date:	24 Apr, 2023