

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **DFERPPU 22-23/093**

THE BUYER: **Department for Education**

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

THE SUPPLIER: Kantar Public UK

SUPPLIER ADDRESS: 4 Millbank, London, SW1P 3JA

REGISTRATION NUMBER: 13663077

DUNS NUMBER: 228340905

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-A7EB6N8

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 9th November 2023. It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of Evaluations of the Families First for Children Pathfinder and Family Network Pilot.

DPS FILTER CATEGORY(IES):
Not applicable

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**

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DPS Joint Schedule
1 - Definitions v1.0.1

3. DPS Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**

- [Joint Schedule 1 is covered in '2.' above, and *must* be included]
- Joint Schedule 2 (Variation Form)



DPS Joint Schedule
2 - Variation Form v.

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule 3
- Insurance Requirem

- 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 Subcontract

- Joint Schedule 10 (Rectification Plan)



DPS Joint Schedule
10 - Rectification Plan

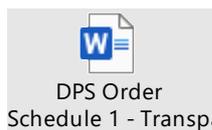
- Joint Schedule 11 (Processing Data)



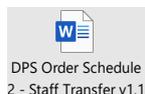
Joint Schedule 11 -
Data processing.doc

- Order Schedules for DFE/RPPU 22-23/093
 - Order Schedule 1 (Transparency Reports)

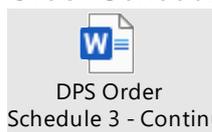
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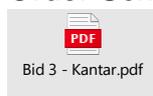
- Order Schedule 2 (Staff Transfer)



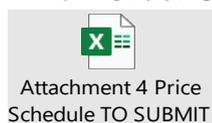
- Order Schedule 3 (Continuous Improvement)



- Order Schedule 4 (Order tender)



- Order Schedule 5 (Pricing details)

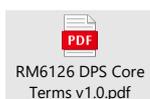


- Order Schedule 20 (Order Specification)



Order Schedule 20 -
Order Specification.

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



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



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.

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

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Special Terms.docx

ORDER START DATE: 9th November 2023

ORDER EXPIRY DATE: 31 March 2028

ORDER INITIAL PERIOD: 4 years, 6 months

DELIVERABLES

Name of Deliverable	Quantity	Delivery Date	Details
Project Inception Document (FFC and FN)	1 (updated during scoping phase)	October 2023	Detailed project plan, refined methodology (where needed), an outline of roles and responsibilities, ways of working, a detailed timetable, risk register, and clear description of all activities and outputs to be delivered.
Evaluation protocol and presentations (FFC and FN)	Initial and 2 updates	March 2024	Detailed options for long-term evaluation methodology, including further roll-out for FFC and proposed structures of future reports.
Theory of Change (FFC only)	Initial and 1 update	March 2024	Theory of Change for FFC Pathfinder.
Early findings paper and presentation to inform SR (FFC and FN)	Initial and 1 update	March 2024	The supplier must provide and present presentations of emerging findings throughout the project.
Early evaluation report (FFC and FN)	1 (initial and updates)	March 2025	The supplier must provide a skeleton report, drafts of the final report, and a final report in line with gov.uk standards. This report must include all findings from the project to date, including actionable recommendations. This document must be approved by the Buyer.

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Presentation of early evaluation report (FFC and FN)	1	March 2025	The supplier must provide and present findings from the early evaluation.
Interim evaluation papers (FFC and FN)	3 (initial and updates)	October 2025/26/27	The supplier must provide and present presentations of emerging findings throughout the project.
Annual reports (FFC and FN)	2 (initial and updates)	March 2026/27	The supplier must provide a skeleton report, drafts of the final report, and a final report in line with gov.uk standards. This report must include all findings from the project to date, including actionable recommendations. This document must be approved by the Buyer.
Long-term evaluation report (FFC and FN)	1 (initial and updates)	March 2028	The supplier must provide a skeleton report, drafts of the final report, and a final report in line with gov.uk standards. This report must include all findings from the project to date, including actionable recommendations. This document must be approved by the Buyer.
Presentation of long-term evaluation report (FFC and FN)	1	March 2028	The supplier must provide and present findings from the early evaluation.
Research instruments (FFC and FN)	Throughout project	Throughout project	The supplier must provide draft and final versions of research instruments e.g., topic guides and surveys. These must be approved by the Buyer.

MAXIMUM LIABILITY

The limitation of liability for this Order Contract is stated in Clause 11.2 of the Core Terms.

The Estimated Year 1 (FY 2023/24) Charges used to calculate liability in the first Contract Year is [REDACTED] exclusive of VAT.

ORDER CHARGES

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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Project Milestone	Payment Amount Exc. VAT	Estimated Invoice Date
Inception Meetings, Finalisation of Inception Document, Evaluation Scoping, Logic Model Development, Case Study preparation (FFC, FN)	██████████	December 2023
Finalisation and delivery of evaluation protocol	██████████	March 2024
Case study fieldwork	██████████	March 2024
Theory of change	██████████	March 2024
Early findings report (to inform SR)	██████████	March 2024
Case study fieldwork	██████████	June 2024
Case Study fieldwork and qualitative data analysis, Impact Data Analysis, VfM Analysis, Early Findings report	██████████	September 2024
Early findings report	██████████	September 2024
Case Study Fieldwork Preparation, Impact and VfM Data Analysis	██████████	December 2024
Case Study fieldwork and qualitative data analysis, Impact Data Analysis, VfM Analysis,	██████████	February 2025
Final Report (IPE, Impact, VfM)	██████████	February 2025
<i>The below costs are estimates and dependent on the break clause in March 2025</i>		
Finalisation and delivery of interim findings paper 1	██████████	October 2025
Finalisation and delivery of annual report 1	██████████	March 2026
Finalisation and delivery of interim findings paper 2	██████████	October 2026
Finalisation and delivery of annual report 2	██████████	March 2027
Finalisation and delivery of interim findings paper 3	██████████	October 2027
Finalisation and delivery of long-term evaluation report	██████████	March 2028

Expenditure for the financial years 2023-24 and 2024-25 shall not exceed ██████████ exclusive of VAT.

- Expenditure for the financial year 2023-24 shall not exceed ██████████ exclusive of VAT.
- Expenditure for the financial year 2024-25 shall not exceed ██████████ exclusive of VAT.

Total Project expenditure shall not exceed **£1,136,000** exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

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Payment via completion of work against milestones included within the contract. 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:

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

AccountsPayable.OCR@education.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Senior Researcher

[REDACTED]

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

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

[REDACTED]

Quality Director

[REDACTED]

4 Millbank, London, SW1P 3JA

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Project Director

[REDACTED]

4 Millbank, London, SW1P 3JA

PROGRESS REPORT FREQUENCY

The supplier must provide written updates on a weekly basis and sent to the Department for Education before each progress meeting. Frequency of other written updates will be agreed by the parties where necessary.

PROGRESS MEETING FREQUENCY

**Weekly during set up and fieldwork. Dates to be agreed by the parties.
Frequency may reduce during less work intensive periods.**

KEY STAFF

Name	Project role	Email
[REDACTED]	Quality Director	[REDACTED]
[REDACTED]	Project Director	[REDACTED]
[REDACTED]	Project Manager	[REDACTED]
[REDACTED]	Senior Support	[REDACTED]
[REDACTED]	Principal Economist	[REDACTED]
[REDACTED]	Principal Economist	[REDACTED]
[REDACTED]	Policy Sector Expert	[REDACTED]
[REDACTED]	FFC IPE Lead	[REDACTED]
[REDACTED]	FN IPE Lead	[REDACTED]

KEY SUBCONTRACTOR(S)

Alma Economics
National Children's Bureau (NCB)

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).

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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:		Date:	