

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **DFERPPU 22-23/099**

THE BUYER: **Department for Education**

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

THE SUPPLIER: **Kantar Public UK Limited**

SUPPLIER ADDRESS: **4 Millbank, London, SW1P 3JA, ENGLAND**

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 25 October 2023. It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Omnibus Surveys - School & College Panel and Parent, Pupil & Learner Panel**.

DPS FILTER CATEGORY(IES):
Online, Telephone, Random / stratified random sample, Push-to-web, School-Age children / young people, Students (further education), Teaching, Parents (incl. foster parents and adopted parents)

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 v1.0.1

3. DPS Special Terms
4. The following Schedules in equal order of precedence:

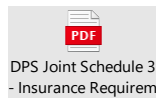
- Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS**

- [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

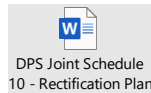
- Joint Schedule 5 is covered in '6.' Below
- Joint Schedule 6 (Key Subcontractors)



DPS Joint Schedule
6 - Key Subcontractc

- Joint Schedule 10 (Rectification Plan)

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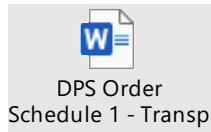


- Joint Schedule 11 (Processing Data)



DPS Joint Schedule
11 - Processing Data

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

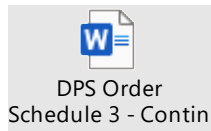


- Order Schedule 2 (Staff Transfer)



Order Schedule
2.docx

- Order Schedule 3 (Continuous Improvement)



- Order Schedule 4 (Order tender)



DfE Omnibus
Surveys - Kantar Publications

- Order Schedule 5 (Pricing details)



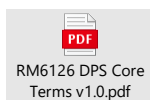
Attachment 4 Price
Schedule - Kantar.xlsx

- Order Schedule 20 (Order Specification)

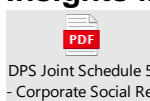


Attachment 3
Statement of Requirements

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



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



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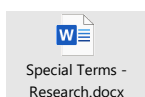
No other Supplier terms are part of the Order Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

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



ORDER START DATE: **25 October 2023**

ORDER EXPIRY DATE: **31 September 2025**

ORDER INITIAL PERIOD: **2 years**

DELIVERABLES

See Order Schedule 20 (Order Specification) for detail on requirements for each core deliverable and Order Schedule 4 (Order tender) for detail on all deliverables.

Kantar Public will agree quality monitoring metrics with the Department during the project inception. Kantar Public will provide data to monitor performance against the agreed metrics not less than quarterly; and where performance does not meet or exceed the agreed monitoring metrics, Kantar Public shall take all reasonable endeavours to address this.

Survey waves shall be delivered up to a total of 28 waves across the contract period. If fewer waves are delivered, total contract value will be adjusted accordingly. See Order Schedule 5 for per-wave pricing and ORDER CHARGES (below) for payment milestones.

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]

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ORDER CHARGES

Milestone	Description	Delivery Date	Total cost
Initial setup and panel sampling process	Initial meeting and agreement of project working practices; Agreed final sampling specification; Completion of data sharing documentation and triage of the initial NPD data share;	10/11/2024	
2023-24 Autumn term surveys Dec 23	All questionnaire design, fieldwork, and research products delivered for surveys being run in Autumn term 2023-24	15/12/2023	
2023-24 Autumn term surveys Dec 24	Outstanding items from surveys run in Autumn term 2023-24	19/01/2024	
Panel replenishment	Panel replenishment activity, inc. sampling and correspondence	22/03/2024	
2023-24 Spring term surveys	All questionnaire design, fieldwork, and research products delivered for surveys being run in Spring term 2023-24	22/03/2024	
2023-24 Summer term surveys	All questionnaire design, fieldwork, and research products delivered for surveys being run in Summer term 2023-24	08/07/2024	
Advisory group activity	All advisory group activity (qualitative, surveys, etc.) within the academic year	08/07/2024	
2024-25 Autumn term recruitment survey set up	Agreed final sampling specification for year 2 All questionnaire design and set up for PPLP and SCP 2024-25 recruitment waves and PPLP recruitment incentives	01/09/2024	
2024-25 Autumn term surveys - recruitment delivery and research waves	All questionnaire design, fieldwork, and research products delivered for surveys being run in Autumn term 2024-25	18/12/2024	
Panel replenishment	Panel replenishment activity, inc. sampling and correspondence	21/03/2025	
2024-25 Spring term surveys	All questionnaire design, fieldwork, and research products delivered for surveys being run in Spring term 2024-25	21/03/2025	
2024-25 Summer term surveys	All questionnaire design, fieldwork, and research products delivered for surveys being run in Summer term 2024-25	01/07/2025	
Advisory group activity	All advisory group activity (qualitative, surveys, etc.) within the academic year	01/07/2025	

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Payment milestones will also reflect dynamic costs, such as research incentives or panel replenishment. Those listed in the table above are anticipated costs for delivery of the work set out as described in Order Schedule 4. Underspend in research incentives shall be reimbursed to the Department shortly after the completion of the relevant survey wave.

In the following financial years, the maximum expenditure, exclusive of VAT, shall be:

- FY 2023-24 = [REDACTED]
- FY 2024-25 = [REDACTED]
- FY 2025-26 = [REDACTED]

Total project expenditure shall not exceed £2,225,679.80, exclusive of VAT.

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.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

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 INVOICE ADDRESS:

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

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Principal Social Researcher

[REDACTED]

Floor 5, 1 Unity Square, Nottingham. NG2 2GD

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at [here](#)

BUYER'S SECURITY POLICY

Department for Education Personal Information Charter available online [here](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

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Project Director

[REDACTED]

4 Millbank, London, SW1P 3JA

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Project Manager

[REDACTED]

4 Millbank, London, SW1P 3JA

PROGRESS REPORT FREQUENCY

To be delivered weekly, at least a full working day before the weekly project management meeting.

PROGRESS MEETING FREQUENCY

Weekly project management meetings, on a day to be agreed at the project inception meeting. In addition, quarterly (at minimum) directors' review meetings, focused on overarching programme management: e.g. risk and action log; quality management; etc..

KEY STAFF

For the buyer (Department for Education) –

Name	Role	Business Address	Email Address
[REDACTED]	Programme lead; Information Asset Owner	1 Unity Square, Nottingham. NG2 2GD	[REDACTED]
[REDACTED]	Senior Research Officer	3 Glass Wharf Avon Street Bristol BS2 0EL	[REDACTED]
[REDACTED]	Research Officer	3 Glass Wharf Avon Street Bristol BS2 0EL	[REDACTED]
[REDACTED]	Research Officer	3 Glass Wharf Avon Street Bristol BS2 0EL	[REDACTED]
[REDACTED]	Senior Responsible Owner	Newcastle Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8QH	[REDACTED]

For the supplier (Kantar Public) -

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Name	Role	Business Address	Email Address
	Director	4 Millbank, Westminster, London SW1P 3JA	
	Senior Director	As above	
	Research manager	As above	
	Sampling and weighting lead	As above	
	PPLP Strand Lead	As above	
	SCP Strand lead	As above	
	Project Executive	As above	
	Project Executive	As above	
	Project Executive	As above	
	Project Executive	As above	
	Project Executive	As above	
	Project Executive	As above	
	Project Executive	As above	
	Expert adviser	As above	
	Expert adviser	As above	
	Senior data manager	As above	
	Qualitative director	As above	
	Qualitative adviser	As above	
	Sampling and weighting executive	As above	
	Sampling and weighting executive	As above	
	Sampling executive	As above	
	Sampling executive	As above	
	Sampling executive	As above	

KEY SUBCONTRACTOR(S)

Subcontractor name	Purpose
BMR	Scripting and data processing services

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Greens	To print and dispatch invite and reminder letters
Acumen	To recruit respondents for cognitive testing interviews and qualitative research
Brands of tomorrow	To design a logo for use on the survey websites and letters
Merit	Manage research incentives for survey participants
Esendex	Delivery of SMS reminders for surveys

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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	