

Trialling and Sampling Framework Agreement – STA 0166	
Call-Off Contract No: STA0166/11	
Title: Digital Assessment Item Validation Trial Administration	
Pursuant to the terms of the Trialling and Sampling Framework Agreement (STA 0166):	
Service Commencement Date:	17 August 2020
Service End Date:	31 January 2021
Call Off Value:	£96,103.75 exclusive of VAT (this work is VAT exempt)
Trial Type:	Item Validation Trial
Awarded to:	AlphaPlus Consultancy Ltd
Relationship Manager for Department for Education:	REDACTED
Relationship Manager for the Supplier:	REDACTED

1. Background

The purpose of the 2020 Assessment IVT is to provide item level data to STA.

This call off requires an achieved sample of approximately 1200 pupils in Reception Year (120 schools), recruiting 10 pupils from each school.

The Department reserves the right to modify, pause, vary or terminate the contract in line with the current Covid-19 pandemic we are currently facing and in line with further Governmental guidance regarding the continued closure of schools and the ability for people to continue to return to work as normal or any other unforeseen events. The department will keep the successful tender notified as often and as soon as possible regarding any changes to the contract and any other changes which may affect the running of this contract.

2. Specification of Requirements

Deliverables and Outputs			
No.	Milestones		Due Date
1	Project management	1.01 Start-up meeting: The Supplier to attend a start-up meeting with STA. See section 1c functional requirements for details. Provide these at least 2 working days in advance of the start-up meeting.	REDACTED

Deliverables and Outputs			
No.	Milestones	Due Date	
	<p>1.02 Checkpoint meetings: The Supplier to attend weekly Checkpoint meetings as agreed with STA, providing regular management information, progress reports, risks and issue reports in advance of the meeting.</p> <p>1.03 Lessons learnt: The Supplier to attend a lessons learnt meeting at the end of the project, contribute to a constructive evaluation of the project and identify areas for further improvement and innovation in future trials.</p> <p>1.04 Management Information as required throughout the project.</p> <p>1.05 Product descriptions. Product descriptions need to consider the quality criteria, quality tolerances and quality method in line with PRINCE2 methodologies and signed off by STA:</p> <ul style="list-style-type: none"> • trial administration, including pre-trial administration preparation • recruitment of schools • school communications • helplines • administration questionnaires, security associated data collections 	REDACTED	
2	<p>Equalities plan</p>	<p>2.01 An Equality plan must be submitted twice during the project (for details see section G4 - Equalities of the Trialling and Sampling Framework):</p> <ul style="list-style-type: none"> • First draft report in advance of the start-up meeting. • Final equalities report at end of project. 	REDACTED

Deliverables and Outputs			
No.	Milestones		Due Date
3	School Recruitment and retention strategy	3.01 The Supplier must provide a recruitment and retention strategy. (For details see section SA1.1 - Recruitment and management of schools of the Trialling and Sampling Framework.)	REDACTED
4	Exit and Transition	4.01 The Supplier must provide: 1) a routine exit and transition plan (G7.1) 2) an emergency exit and transition plan (G7.2)	REDACTED
5	Business continuity	5.01 The Supplier must provide a written report confirming that business continuity arrangements and processes including IT disaster recovery plans have been exercised in the last 12 months. (For details see section 1.c functional requirements – Business Continuity.)	REDACTED

Deliverables and Outputs		
No.	Milestones	Due Date
6	<p>Management of schools</p> <p>6.01 School communication strategy: The Supplier must provide a communication strategy.</p> <p>6.02 Contacting LAs and MATs: The Supplier must contact local authorities or multi academy trusts to inform them of schools in their area that have the potential to be recruited for participation in the trial, before schools are contacted.</p> <p>6.03 Contacting schools: The Supplier must contact all schools to recruit them to participate in the trial.</p> <p>6.04 The Supplier must inform STA, in writing, if a top-up sample of schools is required, due to any agreed withdrawal or non-participation of schools in the initial sample.</p> <p>6.05 The Supplier must work with STA to ensure the administration training has been completed, ensure the schools have registered the required pupils, as well as schools checking that their software/hardware is compatible with successful delivery of the assessment as per the specifications provided by STA. The STA will work with the Supplier as appropriate to identify which schools are still outstanding for the Supplier to contact.</p> <p>6.06 The Supplier must provide a written assurance statement when this activity is complete. (For details see section 1.c functional requirements – Management of schools)</p>	REDACTED
7	<p>Submission of report on number of schools/pupils recruited</p> <p>7.01 The Supplier must provide a report showing the final number and allocation of schools and pupils and confirmation of number of pupils per school to demonstrate the representativeness of the sample recruited. This must be provided before the trial administration period commences. This should also contain a complete list of the names and DFE numbers of the schools.</p>	REDACTED

8	School recruitment and assessment administration	<p>8.01 The Supplier will produce the following documents that will be agreed with STA. The Supplier will then distribute to the schools in the sample:</p> <ul style="list-style-type: none"> - invitation to participate - confirmation letter - privacy notice - confidentiality form - <p>8.02 Pre-trial preparation: The Supplier must work with STA to ensure the administration training has been completed, the administration guidance, supplied by STA has been read by the practitioner, and the familiarisation area has been reviewed. The STA will work with the Supplier as appropriate to identify which schools are still outstanding for the Supplier to contact. Schools will also need to conduct system checks to ensure the IT facilities in the school are compatible with successful delivery of the assessment. The Supplier must have a process in place to ensure all schools are prepared to administer the assessment and have completed the pre-trial preparation tasks outlined by STA. This process should be shared and agreed with STA before the pre-trial preparation period begins.</p> <p>8.03 The Supplier will provide written assurance to STA that all schools have completed the pre-trial preparation.</p> <p>8.04 The Supplier will be responsible for distributing the administration guidance to schools. The administration guidance will be produced by STA and should be discussed during start up.</p> <p>8.05 Assessment administration: The Supplier will then ensure that all trials are administered within the assessment window. The STA will provide daily updates as to completion rates across the sample. The Supplier must provide written assurance to STA once all schools in the sample have completed their administration.</p> <p>8.06 Conducting quality and monitoring visits: The Supplier will organise and coordinate quality and monitoring visits from the STA with the schools.</p>	REDACTED
---	--	---	----------

Deliverables and Outputs			
No.	Milestones		Due Date
	Data handover	9.01 The supplier must analyse the questionnaire data, which will be supplied by STA, and hand over the analysis report to STA. This will be provided to STA in an electronic file format to be agreed with STA.	REDACTED
10	Trialling administration report	10.01 The Supplier must produce a trial administration report with the level of detail and in the format set out in the 1.c Functional Requirement section. The trial administration report should be split into two parts: Part A – Administration report (Word, or compatible report) Part B – Administrator questionnaire analysis report	REDACTED
11	Helpline	11.01 Confirmation of helpline set up: Suppliers will be required to provide a dedicated helpline to deal with calls regarding all aspects of the trial to support schools, at all times during the working day. 11.02 Feedback from the helpline should be part of the final trial analysis report, incorporating, for example, information regarding the types of queries schools had as well as any technical issues.	REDACTED

Functional Requirements	
Subject	Digital Assessment
Level	Reception (Early years)
Sub-Contractors	The Supplier shall ensure that each and every proposed sub-contractor, consortium member and adviser abides by the requirements of the Framework Agreement and this ITQ (please see section G3 Security of the Trialling and Sampling Framework Agreement).
Start-up Meeting	<p>The Supplier will be required to attend a start-up meeting with STA. The Supplier will be required to provide the initial drafts of the following documentation at least 2 days in advance of the start-up meeting. (For further information about these documents please refer to the Trialling and Sampling Framework. The relevant sections are noted, where applicable, in brackets below.</p> <ul style="list-style-type: none"> • Detailed project risk and issue log (risk log) for review and joint sign-off; (G1) • Detailed project timeline; (G1) • Draft equality plan; (G4) • Detailed project flow diagram including dependencies and quality assurance checks; • Routine and emergency exit and transition plan; (see all of section G7 and also appendix B for a template) • School communication strategy; (SA1.13) • Recruitment and retention strategy; (SA1.1), • An overview of the proposed Product descriptions for the project. These will be discussed and agreed at the start-up meeting and then will be signed-off no later than four weeks after the start up meeting (Appendix B for a template) • A completed document tracker including all the documents that will be produced by the Supplier, or expected from STA, which require review, comment and sign off. This must include the dates the Supplier intends these documents to be available to review and when they are expected to be signed off. (Appendix B)

<p>Checkpoint meetings</p>	<ul style="list-style-type: none"> • The Supplier will attend weekly checkpoint meetings to discuss the progress of the project. Once the trialling window begins, the supplier will attend weekly/daily update meetings to discuss the progress of the trial. The dates for these meetings will be agreed during or just after the start-up meeting. • The Supplier will distribute weekly checkpoint documents to attendees at least two full working days in advance of the meeting. • The Supplier will produce and manage the project plans. The plans should clearly outline which activities are the responsibility of the Supplier and STA. The Supplier and STA will review the timelines and agree any changes to dates and update the project plans, highlighting where amendments have been made. The project plan must be in Microsoft Project. • The Supplier will provide STA with updates on their current activities in accordance with the project plan at each checkpoint meeting. • The Supplier will produce and manage a risks/issue logs. This document will need to be updated with any changes. These changes should be made available at least one full working day in advance of checkpoint meeting for discussion. Any issues should be highlighted to STA as soon as they arise. Progress of ongoing issues will be discussed in the checkpoint.
<p>Project Management</p>	<p>The Supplier should use a product breakdown structure and a product flow diagram to illustrate the products and dependencies involved in delivery of the project.</p> <p>Product descriptions should be provided for the following deliverables and agreed with STA. Product descriptions need to consider the quality criteria, quality tolerances and quality method in line with PRINCE2 methodologies:</p> <ul style="list-style-type: none"> • trial administration, including pre-trial administration preparation • recruitment of schools • school communications • helplines • administration questionnaires, security associated data collections <p>STA will sign off all product descriptions and these must be utilised by the Supplier during delivery.</p>

	<p>Product descriptions will be used at the handover of each deliverable to check that the quality criteria detailed by the Supplier have been achieved before consideration for sign off by STA.</p> <p>The template provided at Appendix B should be used.</p> <p>Full risk and issues logs will be discussed at the start-up meeting and key risks will be monitored through Senior Supplier meetings during the project. Risks should have clear management and contingency plans, where this involves sub-contracting, sub-contractors and credentials to complete the planned work should be detailed. Logs should be maintained and used at Checkpoint meetings to highlight the risks that have changed RAG status or to escalate issues. The full risk log should be available for STA to review upon request throughout the course of the project.</p> <p>The project schedule should be detailed and kept up to date with changes being discussed at the checkpoint meetings and agreed between the Supplier and STA.</p> <p>A highlight report should be created and used to present project progress at regular checkpoint meetings.</p>
<p>Management Information (MI)</p>	<p>MI including, but not limited to, the following will be required at different points throughout the project. The precise content, timing and frequency of MI will be agreed through signed off product descriptions:</p> <p>Participating schools:</p> <ul style="list-style-type: none"> • number of schools that confirm participation in the trial • number of pupils who have participated in a school • number of administrator questionnaires submitted • helpline: <ul style="list-style-type: none"> ○ helpline call volumes and types (including complaints and DfE IT System issues) ○ abandoned calls (desirable) • a report highlighting issues as reported by complainants with the digital system throughout the administration period. •
<p>Equalities plan</p>	<p><i>Please refer to Section G4 of the Trialling and Sampling Framework Requirements</i></p> <p>The Supplier will include within the equality plan the strategy for recruiting schools. The recruitment activities relating to these will be discussed during weekly KITs.</p>

	<p>The Supplier shall report twice during the project cycle regarding all equality considerations:</p> <ul style="list-style-type: none"> • at the start of the project (a draft to be provided at the start-up meeting, and signed off no more than two weeks later) • at end of project (The final report shall include a final statement within the final administration report).
Exit and Transition	<p>The Supplier must submit draft exit and transition plans at the project start up meeting with sign off being no later than 1 month following this. There should be two plans, as follows:</p> <ul style="list-style-type: none"> • Routine exit – a plan to describe what activity will happen as a result of exit of the call off at the natural end of the work (template in Appendix B). • Emergency exit – a scenario-based plan to describe what activity will happen as a result of exit at various stages of contractual delivery.
Business continuity	<p>Refer to section G8 of the Trialling and Sampling Framework Requirements.</p> <p>The Supplier shall provide a report to provide assurance that business continuity arrangements and processes, including disaster recovery plans and procedures, have been exercised within the last 12 months.</p> <p>This will be submitted in advance of the start-up meeting.</p>
School communications and the recruitment and retention strategies	<p>Refer to section SA1 .13 of the Trialling and Sampling Framework Requirements.</p> <p>The Supplier will provide a Schools Communication Strategy (SA1.13) in advance of the start-up meeting for review and discussion. It should clearly outline the approach they intend to take to communicate with schools and local authorities or multi -academy trusts.</p> <p>STA should have sight of all communications (for example emails, letters and website text) for review and comment.</p> <p>The Supplier is responsible for recruiting, managing and contacting the schools from a sample provided by the STA for the participation in the trials. The Supplier will have to inform STA if they intend to use either the STA or DfE logo on any form of communication.</p>

	<p>The trial will need to go ahead even if an Ofsted inspection is called on the day of the trial administration. If a school has any notice of the inspection, it may be possible to change the date, but this will depend on the circumstances.</p> <p>Removal of a school from a sample should always be discussed with STA before any action is taken.</p> <p>Recruitment and retention strategy (SA1.1)</p> <p>Suppliers will need to have a clear process in place for schools who do not reply or who decline to participate. Suppliers will need to capture this process in their Recruitment and Retention Strategy. It is expected that Suppliers will be able to draw on their experience to engage with all the schools selected in the sample.</p> <p>STA would accept the supplier offering an incentive payment of £190.00 to give the school opportunity to procure supply cover.</p>
<p>Recruiting schools to participate</p>	<p>The Supplier will let local authorities and multi academy trusts know of any schools who will be approached to participate in a trial in their area or jurisdiction and will discuss with STA any queries about participation that may arise.</p> <p>STA is responsible for providing a sample from which the supplier will recruit the required number of schools and pupils.</p> <p>The Supplier must ensure that all recruited schools have access to Wi-Fi and the appropriate devices required to conduct the assessment (STA to confirm with the supplier at the start up meeting). This check should be conducted during the recruitment exercise ensuring the sample recruited can complete the Digital Assessment.</p> <p>The STA will provide the Supplier with a school sample from which to recruit schools. The sample will be stratified by school prior attainment bands and region to ensure the sample represents the population of assessing schools on these factors. This trial is non-statutory. The supplier will provide STA with details of their requirements for recruiting the sample in order to achieve the required representative sample of 120 schools, this will form part of the response in Q2.</p> <p>STA will provide the Supplier with a list of DfE numbers for the selected schools and their category for each strata. This will enable the Supplier to recruit a representative sample from the schools provided. STA will not provide any additional information, such as contact details. The Supplier will be responsible for sourcing up-to-date contact details.</p>

	<p>The Supplier will recruit from this sample, and report progress during checkpoint meetings.</p> <p>STA will provide the pre administration check list, administration guidance and administrator/school questionnaires in consultation with the supplier.</p> <p>The Supplier is responsible for managing and contacting the schools that have been recruited for participation in the trial. The supplier will produce the following documents. The Supplier will distribute the appropriate documents, during the lifecycle of the project to schools in the sample.</p> <ul style="list-style-type: none">- invitation to participate- confirmation letter- privacy notice- confidentiality form <p>General requirements</p> <ul style="list-style-type: none">• Branding of communications is to be agreed with STA.• STA will sign off all communications to schools for style and content. <p>Specific arrangements</p> <p><u>Confirming school participation</u></p> <p>The Supplier must ensure that there is a process in place:</p> <ul style="list-style-type: none">• For the member of staff administering the trial to provide a contact name and details to receive correspondence, including email address. This is not a deliverable that must be given to the STA but is so that the Supplier can communicate with the correct individuals in the school;• to ensure that all recruited schools have access to the appropriate devices required to conduct the assessment (STA to confirm with the supplier at the start up meeting) and Wi-Fi connectivity;• for schools to be able to provide a rough time and date within the assessment window that the assessment will be administered. <p>The Supplier must identify with the school the necessary information about the individual pupils that will impact on the administration of the trial and agree appropriate arrangements such as:</p> <ul style="list-style-type: none">• any access arrangements that need to be applied for a pupil/administrator. <p>The Supplier must provide a report showing the final number and allocation of schools and pupils and confirmation of number of pupils per school to demonstrate the representativeness of the sample recruited. Data on access arrangements for pupils'</p>
--	---

	participating should also be included. This must be provided before the administration period.
Pre-trial preparation	<p>During administration, a member of school staff will administer the Digital Assessment using two touch screen devices, and using Wi-Fi connectivity. The Supplier must have a process in place to ensure all schools complete any pre-trial preparation tasks before administering the assessment. This includes:</p> <ul style="list-style-type: none"> • the Supplier has shared the administration guidance with participating schools; • the administrator has read the administration guidance and has carried out the relevant training (such as reviewed any familiarisation area) before administering the assessment; • the school checks that the Digital Assessment's URLs are whitelisted/added to trusted sites; • school devices have the correct software, browsers; • each school has received the correct log-in details; and • each school has shared the privacy notices with parents before administering the assessment.
Trial administration	<p>The administration period runs from 2nd November – 27th November 2020.</p> <p>Requirement for each school:</p> <p>Approximately 120 schools will be required to participate, with each school administering the assessment to 10 pupils. Overall, the total number in the trial will be at least 1200 pupils.</p> <p>Administrator questionnaires will be drafted and distributed by STA for use in the trial.</p> <p>The Supplier must ensure all of the schools complete the assessment with all of the pupils required. STA will provide data on school completion rates and the Supplier will be required to follow up with schools should it be the case that certain schools have failed to complete the trial or the questionnaire and prompt them to do so before the trial window closes.</p>
Contract variations and change control management	<p>STA require a change request for all variations to the contract. This includes instances where there is a nil, reduction or increase to costs.</p> <p>Each change request must clearly state the original amount bid, the total variation amount, a breakdown of the variation figure included and the reasons why the change is</p>

	required. This information should be provided regardless of who requested the initial change. (See Appendix B – Change request template.)
Security documentation	The Supplier will need to provide guidance to the school specific to the data collection, including details about assessment delivery, confidentiality and security, especially relating to the use of social media and electronic communication.
Secure communication with schools	<p>The Supplier is to securely manage all communications with schools. Daily management information (MI) should be provided to STA during this period.</p> <p>All security breaches must be reported to STA immediately and escalated to STA via a security issue report.</p> <p>Any materials that are not delivered in line with the delivery expectations must be reported to STA according to the guidance in the Trialling Framework Agreement.</p>
Helplines	<p>Suppliers will be required to provide a dedicated helpline to deal with calls regarding all aspects of the trial to support schools, at all times during the working day.</p> <p>The Supplier will ensure all helpline staff are appropriately trained to respond to queries in relation to the relevant trials. The helpline staff will need to work with STA to resolve any technical queries.</p> <p>Feedback from the helpline should be part of the final trial analysis report, incorporating, for example, information regarding the types of queries schools had as well as any technical issues.</p> <p>The Supplier should refer to section H1 Helplines of the Trialling and Sampling Framework Agreement.</p>
Lessons Learnt Meeting	The Supplier should capture lessons throughout the project lifecycle. The Supplier will attend a lessons learnt meeting at the end of the project. The Supplier will contribute to a constructive evaluation of the project and identify areas for further improvement and innovation in future trials. Details of any lessons learned should be included in the final report.
Final report and questionnaire analysis report	<p>Refer to section DM13 of the Trialling and Sampling Framework Requirements.</p> <p>The trial administration report must be handed over in two parts;</p>

	<p>Part A: Administration report (Microsoft Word, or compatible report) A comparison between the schools recruited and the relevant national population of schools by the specified attainment bands and region to show representativeness. A summary of the trial itself including information on school. Any lessons learned should also be captured with recommendations for future trial.</p> <ul style="list-style-type: none">• Part B: Analysis of questionnaire data (Microsoft Excel, or compatible report) analysis of the qualitative and quantitative information collected from the questionnaires. In the report, the Supplier should highlight themes or issues that are picked up by a number of schools. The qualitative and quantitative elements of the report must be provided in a format compatible with Microsoft Excel (see template in Appendix B).
--	--

Performance Requirements

1.12 Managing key performance requirements are essential to delivering this project on-time and in full and will be monitored throughout the life of the project and form part of the contractual relationship. Please review and confirm acceptance within your submission.

1.13 The following table lists the key performance requirements for this Contract. Failure to complete one or more of these to the required standard will impact upon payment with reference to the Payment Milestones schedule in section 1.f.

No.	Service Requirement		Performance Measure
1	Project management	<p>Full attendance at project start-up meeting, project management meetings and lessons learnt meeting (face to face and teleconference as necessary).</p> <p>Progress reports, including risk and issues reporting to be submitted. Daily management information (MI) provided on all digital delivery of secure materials to and from administrators.</p> <p>Issue reports to be written for any deviations from the agreed contract. Security incident reports to be written for all breaches and potential breaches of security and confidentiality.</p> <p>Product descriptions agreed between both STA and Supplier. Products and outputs delivered to the required standards agreed in the product descriptions.</p>	100% – meeting documents to be provided at least 24 hours prior to organised Checkpoint meetings. MI submitted daily during agreed windows.
2	Equalities	The Supplier provides reports at intervals as agreed, fulfilling their obligations under the Equality Act 2010.	100%
3	Exit and transition	The Supplier provides and maintains detailed, fully resourced and costed routine and emergency exit and transition plans.	100%
4	Documentation	The Supplier provides schools with accurate and consistent guidance to enable them to complete the tasks required of them.	100%
5	Recruiting schools for participation	Sufficient numbers of appropriate and representative schools are recruited on time.	100%
6	Submission of report on number	Report submitted to STA, showing allocation of schools and pupils, confirmation of numbers of pupils per	100%

	of schools/pupils participating	school, names of participating schools and representativeness of sample recruited.	
7	Completion of assessments and questionnaires	Participating schools all complete their assessments within the designated time window, as well as the administration questionnaires. The Supplier provides written assurance of this to STA.	100%
8	Questionnaire analysis report handover	The questionnaire analysis report to be handed over to STA on required date.	100% accurate

3. Supporting documentation

The ITQ document sets out the full specification of requirements including the project deliverables, functional requirements and performance requirements. The original ITQ and the supplier’s response are appended to this contract document.



STA%200166%2011%
20Digital%20Assessm

The following documents are to be reviewed and if appropriate completed in conjunction with STA contract/relationship manager.



IT%20Systems%20As Copy%20of%20DSA
surance%20EngagemM%20Form%202-triaç



Portal Access Form



IWP%20Sponsorship
%20Form%20_Portal%

Payment Milestones

Payment will follow the completion of the milestones listed below:

Payment No	Activity	Payment due date	Amount
1	REDACTED	REDACTED	REDACTED
2	REDACTED	REDACTED	REDACTED
3	REDACTED	REDACTED	REDACTED
4	REDACTED	REDACTED	REDACTED
		Total	£96,103.75

1. Specification of requirements				
1.e Payment milestones schedule				
Payment will follow the successful completion of the milestones listed below				
No.	Deliverable/Output	Payment milestone number	Date	Milestone payment %
1.01	Start-up meeting	REDACTED	REDACTED	REDACTED
2.01	Equalities plan			
3.01	School Recruitment and retention strategy			
4.01	Exit and Transition plans			
5.01	Business Continuity			
6.01	Schools Communication strategy			
8.01	School communications signed off by STA			
6.02	Contacting local authorities and multi academy trusts	REDACTED	REDACTED	REDACTED
6.03	Recruiting school sample			
7.01	Submission of report on number of schools and pupils participating			
8.04	Distribution of administration guidance			
8.03	Confirmation pre-trial tasks carried out by all participating schools			
11.01	Confirmation of helpline set-up			
8.05	Test administration complete in all schools in sample	REDACTED	REDACTED	REDACTED
8.07	All questionnaires completed			
1.02	Checkpoint meetings	REDACTED	REDACTED	REDACTED
2.01	Equalities plan			
1.04	Management information reports			
9.01	Administration questionnaire analysis report			
10.1	Trialling administration report			
1.03	Lessons learnt meeting			

In witness whereof this Call-Off Contract has been duly executed.

Signed for and on behalf of the Department for Education:
REDACTED
REDACTED

Signed for and on behalf of the Supplier:
REDACTED
REDACTED