

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **Project_8850**

THE BUYER: **Department for Education**

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

THE SUPPLIER: **IFF Research**

SUPPLIER ADDRESS: **5th Floor St Magnus House,
3 Lower Thames St,
London
EC3R 6HD**

REGISTRATION NUMBER: **00849983**

DUNS NUMBER: **211574041C**

DPS SUPPLIER REGISTRATION SERVICE ID: **SQ-BK6S9Z6**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 01/08/24.
It's issued under the DPS Contract with the reference number **RM6126 CCS
Research & Insights Marketplace DPS** for the provision of the **Early Years
Financial Incentives (EYFI) pilot – Impact and Process evaluation.**

DPS FILTER CATEGORY(IES):
**Early Years, Mixed method (qualitative and quantitative), Impact evaluation,
Experimental/quasi-experimental impact evaluation, Process evaluation,
England.**

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.pdf

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,
- Joint Schedule 2 (Variation Form)



DPS Joint Schedule 2
- Variation Form v.1.0

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule 3
- Insurance Requirements

- Joint Schedule 4 (Commercially Sensitive Information)

[REDACTED]

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

[REDACTED]

- Joint Schedule 10 (Rectification Plan)

- Joint Schedule 11 (Processing Data)

[REDACTED]

- Order Schedules for **Project_8850 - Early Years Financial Incentives (EYFI) pilot – Impact and Process evaluation**

- Order Schedule 1 (Transparency Reports)
- Order Schedule 2 (Staff Transfer)

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- Order Schedule 3 (Continuous Improvement)
- Order Schedule 4 (Order Tender)



DPS Order Schedule
4 - Order Tender v1.0.

- Order Schedule 5 (Pricing Details)
[REDACTED]
- Order Schedule 20 (Order Specification)



DPS Order Schedule
20 - Specification v1.0

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



RM6126 DPS Core
Terms v1.0.pdf

6. Joint Schedule 5 (Corporate Social Responsibility)



DPS Joint Schedule 5
- Corporate Social Res

7. Order Schedule 4 (Order Tender) is included above and 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.

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



Special Terms -
Research updated Oct

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:

1st August 2024

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ORDER EXPIRY DATE: **30th October 2025, with a Break Clause at 13/09/2024, and subject to a review at 18/10/2024**

ORDER INITIAL PERIOD: **1 year 2 months**

DELIVERABLES

Activity	Deliverables/ outputs for DfE to sign off	Deadline (indicative)
Desk review/scoping work to finalise evaluation plan and approach		31 August 2024
Data collection preparations for first phase		13 September 2024
Break Clause		
Full data mapping, methodology and timeline for secondary analysis, first phase analysis		30 September 2024
Break Clause - Review		
Delivery of emerging findings report 1 and presentation/workshop		9 December 2024 (presentation date to be confirmed)
Data collection preparation for second phase		17 January 2025
Delivery of emerging findings report 2		20 March 2025
Delivery of interim report and presentation/workshop		31 May 2025 (presentation date to be confirmed)
Delivery of final presentation/workshop		By 31st July 2025 (presentation date to be confirmed)
Final publishable main report, plus any		Final report by 31 July 2025

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technical annexes/reports		Other deliverables by 31 August 2025
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See further 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 **£395,511.12**

ORDER CHARGES

Milestone	Payment (excl. VAT) £	Deadline
<i>Financial year 2024-25</i>		
Scoping report and final timeline		31-Aug-24
Break Clause		
First set of recruitment and research tools		30-Sep-24
Break Clause - Review		
Emerging findings report 1		09-Dec-24
Second set of recruitment and research tools		13-Jan-25
Emerging findings report 2, including some analysis for later reports		31-Mar-25
<i>Financial year 2025-26</i>		
Interim report		31-May-25
Final presentation/ workshop		31-Jul-25
Final report and all associated deliverables signed off for publication		31-Aug-25
Total	413,320.00	

See further details in Order Schedule 5 (Pricing Details)

Total expenditure for financial year 2024-2025 shall not exceed **£323,969.17** exclusive of VAT

Total expenditure for financial year 2025-2026 shall not exceed **£89,350.83** exclusive of VAT

Total Project expenditure shall not exceed **£413,320** exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Via BACS upon submission of valid invoice after successful completion of payment milestone(s).

Account name: IFF Research Ltd

Bank Sort Code: [REDACTED]

Bank Account No: [REDACTED]

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]

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

BUYER'S ENVIRONMENTAL POLICY

Sustainability & Climate Change Strategy available online at: [Sustainability and climate change strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612342/Sustainability_and_climate_change_strategy_-_GOV.UK.pdf)

BUYER'S SECURITY POLICY

Personal Information Charter available online at: [Personal information charter - Department for Education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612342/Personal_information_charter_-_GOV.UK.pdf)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

5th floor, St Magnus House, 3 Lower Thames Street, London EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

5th floor, St Magnus House, 3 Lower Thames Street, London EC3R 6HD

PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

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Weekly during early or intensive design stages, thereafter fortnightly

KEY STAFF

Name		Project role		Email

KEY SUBCONTRACTOR(S)**E-AUCTIONS**

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

All day rates, pricing breakdowns, and staff names and email addresses

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE







Not applicable

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:	1 st August 2024	Date:	1 st August 2024