

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE:	DFERPPU 21-22/080
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:	211574041
DPS SUPPLIER REGISTRATION SERVICE ID:	[Insert if known]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **5th July 2022**
It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Early Years Foundation Stage (EYFS) 2021 Reforms Review**.

DPS FILTER CATEGORY(IES)

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**
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



DPS Joint Schedule 1
- Definitions v1.0.pdf

- Joint Schedule 2 (Variation Form)



DPS Joint Schedule 2
- Variation Form v.1.0

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule 3
- Insurance Requirem

- Joint Schedule 4 (Commercially Sensitive Information)



DPS Joint Schedule 4
- Commercially Sensit

- Joint Schedule 5 is covered in '6.' Below

- Joint Schedule 6 (Key Subcontractors)



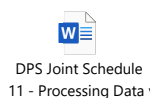
DPS Joint Schedule 6
- Key Subcontractors

- Joint Schedule 10 (Rectification Plan)



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- Joint Schedule 11 (Processing Data)

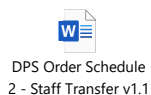


- Order Schedules for **21-22/080**

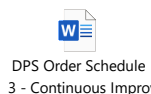
- Order Schedule 1 (Transparency Reports)



- Order Schedule 2 (Staff Transfer)



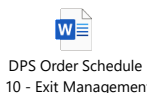
- Order Schedule 3 (Continuous Improvement)



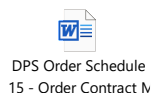
- Order Schedule 4 (Order Tender)



- Order Schedule 10 (Exit Management)



- Order Schedule 15 (Order Contract Management)



- Order Schedule 20 (Specification)



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



RM6126 DPS Core
Terms v1.0.pdf

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



DPS Joint Schedule
5 - Corporate Social

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

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Special Term 3. Departmental Security Standards for Business Services and ICT ContractsSpecialTerm3.docx
0-920Research.docx**ORDER START DATE: 04/07/2022****ORDER EXPIRY DATE: 18/08/2023****ORDER INITIAL PERIOD: 1 year, 1 month and 2 weeks****DELIVERABLES**

Task	Outputs	Deadline
Design privacy notices, information forms, and survey invitations and reminders	Specified documents tailored to survey group: <ul style="list-style-type: none">• Early years leaders• Early years staff• LAs All documents to be reviewed and signed-off by DfE.	22/07/22
Order and set up sample for early years staff and leaders survey and LA survey	Sample request forms sent to DfE, including providing information on confirmation of set-up and checking of sample	29/07/22
Design sampling and weighting strategy	Sampling and weighting strategy sent to and agreed by DfE for early years staff and leaders survey	19/08/22
Design and testing of questionnaires	Early years staff and leaders questionnaire: <ul style="list-style-type: none">• 12 cognitive interviews (3 across each provider group: group-based; school-based; childminders; schools with reception years)• 30 pilot interviews (7-8 across each provider group: group-based; school-based; childminders; schools with reception years) LA survey: <ul style="list-style-type: none">• 4 cognitive interviews	14/10/22
Main survey fieldwork	Includes both the early years staff and leaders survey and LA survey. Target achieved responses of 4,000 for early years staff and leaders survey (aim of 1,000 leader / institutional interviews	02/12/22

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	achieved across each provider group: group-based; school-based; childminders; schools with reception years).	
Table specification	Table specification for early years staff and leaders findings and LA findings sent to and agreed by DfE.	12/12/22
Data outputs produced	Separate files for early years staff and leader findings <i>and</i> LA finding to include: <ul style="list-style-type: none">• Data file;• Data map or guide of variable names, variable labels and value labels;• SPSS dataset of survey findings cleaned, fully coded and weighted. All files to be quality-assured and sent via secure file transfer protocol to DfE.	06/01/23
Summary review meeting of quantitative findings	High-quality slide-pack produced and presented to DfE that overviews quantitative findings and proposes avenues it would be valuable to explore in follow-up research.	09/01/23
Design data consent forms, information forms, and interview invitations and reminders	Specified documents tailored to participant type (staff or leader) to be reviewed and signed-off by DfE.	23/01/23
Design sample plan and topic guides	Specific topics and research questions for follow-up research to be agreed with DfE. Staff and leader topic guides produced and to be signed-off by DfE. Interview sample drawn from staff and leader respondents who consented to be re-contacted for research purposes. Selection based on which participants would be most relevant to contact given the topics of interest.	17/02/23
Main interview fieldwork	Up to 60 40-minute interviews to span different provider groups (group-based; school-based; childminders; schools with reception classes), regions and demographics.	17/03/23

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Qualitative analysis specification	Framework for analysing qualitative data sent to and agreed by DfE.	13/03/23
Early findings presentation	High-quality slide-pack produced and presented to DfE.	19/04/23
Report outline	Initial skeleton outline overviewing quantitative and qualitative elements of research. To include introductory chapters and to be sent to and agreed by DfE. This must also include a sample excerpt of writing.	28/04/23
Report and data tables	<ul style="list-style-type: none"> First, second and final report drafts bringing together quantitative and qualitative elements of research. Drafts to be delivered to DfE incorporating feedback from DfE. Fully quality-assured, meeting accessibility requirements, and written in DfE's style. Data tables in format agreed by DfE for quantitative element, with appropriate statistical testing applied as per DfE requirements, sent to DfE via secure file transfer. 	14/07/23
Short (3-4 pages) action-focussed document on research to share with early years sector	First, second and final draft to be delivered to DfE incorporating feedback from DfE.	28/07/23

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

██████████

ORDER CHARGES

Project milestone	Payment amount	Payment date
Draft questionnaires provided for cognitive testing and sample prepared	██████████	31/07/22
Completion of main survey fieldwork (early	██████████	16/12/22

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years staff and leaders survey and LA survey)		
Completion of qualitative interview fieldwork (early years staff and leaders)		31/03/23
Final report		11/08/23
Total	£162,770.50	

Expenditure for the financial year 2022-2023 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2023-2024 shall not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed £162,770.50 exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD:

BACS

Name of bank: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Account name: IFF Research Limited

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 [REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Senior Research Officer

[REDACTED]

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

BUYER'S ENVIRONMENTAL POLICY

CT196 -
Environmental Policy

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Version 1.1 22/02/2022

BUYER'S SECURITY POLICY



Department Security
requirements.docx

Version 9.0 16/12/2021

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Director

[REDACTED]

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

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Director

[REDACTED]

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

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Weekly

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

Central Mailing Services

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

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)

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:	██████████	Signature:	██████████
Name:	██████████	Name:	██████████
Role:	██████████	Role:	██████████
Date:	05/07/2022	Date:	06/07/2022