

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: DFERPPU 21-22/094

THE BUYER: Department for Education

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

THE SUPPLIER: Sheffield Hallam University

SUPPLIER ADDRESS: CeBSAP c/o Sheffield Hallam University, Howard Street, Sheffield S1 1WB

REGISTRATION NUMBER: 10005790

DUNS NUMBER: 211278783

DPS SUPPLIER REGISTRATION SERVICE ID: n/k

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **24 March 2023**.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Behavioural Insights Project Round Two: Testing what works to increase the reach and uptake of family hub services by disadvantaged and vulnerable families**.

DPS FILTER CATEGORY(IES):

Subject area: Education, Training and Employments; Government and International: Local Government.

Research methods: data collection method: mixed method (qualitative and quantitative); evaluation and evidence synthesis: theory-based impact evaluation, literature review; research specialisms: behaviour change, behavioural insights research, behavioural science.

Target participants: Socio-economic: parents

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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.pdf

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

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

- Joint Schedule 1 is covered in '2.' Above
- Joint Schedule 2 (Variation Form)



DPS Joint Schedule
2 - Variation Form .c

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule
3 - Insurance Requir

- 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)



DPS Joint Schedule
10 - Rectification Pla

- Joint Schedule 11 (Processing Data)



DPS Joint Schedule
11 - Processing Data

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- Order Schedules for **DFERPPU 21-22/094**
 - Order Schedule 1 (Transparency Reports)

DPS Order
Schedule 1 - Transp
 - Order Schedule 2 (Staff Transfer)

DPS Order
Schedule 2 - Staff Tr
 - Order Schedule 3 (Continuous Improvement)

DPS Order
Schedule 3 - Contini
 - Order Schedule 4 (Order Tender)

DPS Order
Schedule 4 - Order 1
 - Order Schedule 5 (Pricing Details)

DPS Order
Schedule 5 - Pricing
 - Order Schedule 7 (Key Supplier Staff)

DPS Order
Schedule 7 - Key Su
 - Order Schedule 9 (Security)

DPS Order
Schedule 9 - Securit
 - Order Schedule 20 (Order Specification)

DPS Order
Schedule 20 - Specif

5. CCS Core Terms (DPS version) v1.0.3 (copy available on request – not included below for Abode Sign purposes)



RM6126 DPS Core
Terms v1.0.pdf

DPS Schedule 6 (Order Form and Order Schedules)

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



DPS Joint Schedule
5 - Corporate Social

7. Order Schedule 4 (Order Tender) 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

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

Special Term 4. Indexation



Special Terms -
Research updated S

ORDER START DATE: **24th March 2023**

ORDER EXPIRY DATE: **31st May 2024**

ORDER INITIAL PERIOD: **1 year 2 months** with a break clause in May 2023 for the Sheffield City Council project only and an overall break clause in July 2023.

DELIVERABLES

The research should be delivered in line with the specification in 'Attachment 3 – Statement of Requirements' and the supplier's bid outlined at the tendering stage (see details in Order Schedules 4 (Order Tender), and Order Schedule 20 (Specification) with the deliverables being:

1. Project progress updates (minimum fortnightly)
2. Engagement with the project steering group (expected to be 2-3 meetings)
3. Evidence review report by 15/04/23
4. Report 1 by 30/06/23
 - a. Brief reports on insights gathered
 - b. Agreed interventions and refined logic models
 - c. Evaluation protocols

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5. Ethics submissions for each project by 31/07/23
6. Interim report on data collection for all projects by 15/12/23
7. Final (publishable) report for DfE by 30/04/24
8. Recommendations report for local authorities by 30/04/24
9. Presentation/webinar to disseminate findings by 30/04/24

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

Total expenditure shall not exceed **£149,862.90** excluding VAT.

See details in Order Schedule 5 (Pricing Details) for milestone payments.

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

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
- Specific Change in Law

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

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

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: ██████████

BUYER'S AUTHORISED REPRESENTATIVE

██████████ Social Research and Project Manager

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

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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>

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

██████████ Associate Dean for Research & Innovation

██████████ Sheffield Hallam University, Howard Street, Sheffield S1 1WB

SUPPLIER'S CONTRACT MANAGER

██████████ Director of the Centre for Behavioural Science and Applied Psychology,
██████████ Heart of the Campus, Collegiate Crescent, Sheffield Hallam University
S10 2BQ

PROGRESS REPORT FREQUENCY

Every 2 weeks

PROGRESS MEETING FREQUENCY

Every 2 weeks

KEY STAFF BUYER

██████████ Head of Family Hub and Food Research and Analysis

██████████ St Paul's Place, Sheffield, S1 2JX

KEY STAFF SUPPLIER

See Order Schedule 7 – Key Supplier Staff

KEY SUBCONTRACTOR(S)

Not applicable

E-AUCTIONS

Not applicable

COMMERCIALY 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:	Mar 24, 2023	Date:	Mar 27, 2023