

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **DFERPPU 22-23/014**

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**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 1st March 2023.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of the **Stronger Practice Hubs Evaluation**

DPS FILTER CATEGORY(IES):
Not applicable

DPS Schedule 6 (Order Form and Order Schedules)

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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 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 Requirem

- Joint Schedule 4 (Commercially Sensitive Information)



DPS Joint Schedule 4
- Commercially Sensit

- Joint Schedule 5 in covered in '6' below
- Joint Schedule 6 (Key Subcontractors)



DPS Joint Schedule 6
- Key Subcontractors

- Joint Schedule 10 (Rectification Plan)



DPS Joint Schedule
10 - Rectification Plan

- Joint Schedule 11 (Processing Data)



DPS Joint Schedule
11 - Processing Data

- Order Schedules for **DFERPPU 22-23/014**
 - Order Schedule 1 (Transparency Reports)



DPS Order Schedule
1 - Transparency Repr

- Order Schedule 2 (Staff Transfer)

DPS Schedule 6 (Order Form and Order Schedules)
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DPS Order Schedule
2 - Staff Transfer v1.1
- Order Schedule 3 (Continuous Improvement)
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DPS Order Schedule
3 - Continuous Impro
- Order Schedule 4 (Order Tender)
- 

Technical Bid - IFF
for evaluation.pdf

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



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



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



ORDER START DATE: **1st March 2023**

ORDER EXPIRY DATE: **31st May 2025**

ORDER INITIAL PERIOD: **2 years, 3 months**

DELIVERABLES

Stakeholder	Activity	Outputs for DfE sign-off	Deadline
<i>First delivery year</i>			
All	Inception meeting	<ul style="list-style-type: none"> • Finalised plan and timetable 	08/03/2023

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NCB and EEF	6 face-to-face depth interviews (3 per organisation)	• Finalised privacy notices, invitations, and reminders	24/03/2023	
		• Finalised discussion guide	24/03/2023	
		• Fieldwork	27/03/2023 – 14/04/2023	
		• Finalised analysis framework	21/04/2023	
		• Finalised headline report	28/04/2023	
	End-of-year feedback form	• Finalised privacy notices, invitations, and reminders	13/10/2023	
		• Finalised questionnaire	13/10/2023	
		• Fieldwork	16/10/2023 – 03/11/2023	
		• Finalised analysis framework	10/11/2023	
Hubs	Online survey of all Hubs established at point in time	• Finalised privacy notices, invitations, and reminders	28/04/2023	
		• Finalised sample	14/04/2023	
		• Finalised questionnaire	28/04/2023	
		• Fieldwork	02/05/2023 – 09/06/2023	
		• Finalised data tables	23/06/2023	
		• Finalised analysis framework	30/06/2023	
		• Finalised headline report	07/07/2023	
	6 case study interviews	• Agreed sample frame	30/06/2023	
		• Finalised privacy notices, invitations, and reminders	07/07/2023	
		• Finalised discussion guide	07/07/2023	
		• Fieldwork	10/07/2023 – 18/08/2023	
		• Finalised analysis framework	01/09/2023	
		• Finalised headline report	08/09/2023	
	End-of-year feedback form	• Finalised privacy notices, invitations, and reminders	13/10/2023	
		• Finalised questionnaire	13/10/2023	
		• Fieldwork	16/10/2023 – 03/11/2023	
		• Finalised analysis framework	10/11/2023	
	Engaged settings	Baseline survey (target total 4k responses)	• Finalised privacy notices, invitations, and reminders	05/05/2023
			• Creation of fit-for-purpose template for Hubs to complete with engaged settings details	31/03/2023

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		<ul style="list-style-type: none"> Prepared sample 	21/04/2023, thereafter ongoing
		<ul style="list-style-type: none"> Finalised questionnaire 	05/05/2023
		<ul style="list-style-type: none"> Fieldwork (soft launch / review period) 	08/05/2023 – 19/05/2023
		<ul style="list-style-type: none"> Fieldwork (main) 	22/05/2023, ongoing throughout Y1 and Y2
		<ul style="list-style-type: none"> Finalised data tables (for Y1 baseline survey period) 	Block #1 findings: 28/07/2023 Block #2 findings: 03/12/2023
		<ul style="list-style-type: none"> Finalised headline reports 	Block #1 findings: 04/08/2023 Block #2 findings: 08/12/2023
	6 baseline depth interviews	<ul style="list-style-type: none"> Agreed sample frame 	11/08/2023
		<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	25/08/2023
		<ul style="list-style-type: none"> Finalised discussion guide 	25/08/2023
		<ul style="list-style-type: none"> Fieldwork 	28/08/2023 – 22/09/2023
		<ul style="list-style-type: none"> Finalised analysis framework 	06/10/2023
		<ul style="list-style-type: none"> Finalised headline report 	13/10/2023
	Follow-up survey	<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	13/10/2023
		<ul style="list-style-type: none"> Prepared sample 	27/10/2023, ongoing thereafter
		<ul style="list-style-type: none"> Finalised questionnaire 	13/10/2023
		<ul style="list-style-type: none"> Fieldwork (soft launch / review period) 	30/10/2023-10/11/2023
		<ul style="list-style-type: none"> Fieldwork (main) 	13/11/2023, ongoing throughout Y1 and Y2

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		<ul style="list-style-type: none"> Finalised data tables (for 2023 follow-up survey period) 	22/12/2023
All	Main reporting	<ul style="list-style-type: none"> Slide-pack skeleton structure 	22/12/2023
		<ul style="list-style-type: none"> 1st draft of slide-pack 	12/01/2024
		<ul style="list-style-type: none"> Finalised slide-pack 	26/01/2024
		<ul style="list-style-type: none"> Presentation workshop 	31/01/2024
<i>Second delivery year</i>			
All	Review meeting	<ul style="list-style-type: none"> Finalised plan and timetable 	09/02/2024
NCB and EEF	6 face-to-face depth interviews (3 per organisation)	<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	10/05/2024
		<ul style="list-style-type: none"> Finalised discussion guide 	10/05/2024
		<ul style="list-style-type: none"> Fieldwork 	13/05/2024 – 07/06/2024
		<ul style="list-style-type: none"> Finalised analysis framework 	14/06/2024
		<ul style="list-style-type: none"> Finalised headline report 	21/06/2024
	End-of-year feedback form	<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	25/10/2024
		<ul style="list-style-type: none"> Finalised questionnaire 	25/10/2024
		<ul style="list-style-type: none"> Fieldwork 	28/10/2024 – 15/11/2024
		<ul style="list-style-type: none"> Finalised analysis framework 	22/11/2024
Hubs	Online survey of all Hubs	<ul style="list-style-type: none"> Prepared sample 	17/05/2024
		<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	14/06/2024
		<ul style="list-style-type: none"> Finalised questionnaire 	14/06/2024
		<ul style="list-style-type: none"> Fieldwork 	17/06/2024 – 19/07/2024
		<ul style="list-style-type: none"> Data tables 	02/08/2024
		<ul style="list-style-type: none"> Finalised analysis framework 	09/08/2024
		<ul style="list-style-type: none"> Finalised headline report 	16/08/2023
	6 case study interviews	<ul style="list-style-type: none"> Agreed sample frame 	06/09/2024
		<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	20/09/2024
		<ul style="list-style-type: none"> Finalised discussion guide 	20/09/2024
		<ul style="list-style-type: none"> Fieldwork 	23/09/2024 – 18/10/2024
		<ul style="list-style-type: none"> Finalised analysis framework 	25/10/2024
		<ul style="list-style-type: none"> Finalised headline report 	01/11/2024
	End-of-year feedback form	<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	25/10/2024
		<ul style="list-style-type: none"> Finalised questionnaire 	25/10/2024

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		<ul style="list-style-type: none"> Fieldwork 	28/10/2024 – 15/11/2024
		<ul style="list-style-type: none"> Finalised analysis framework 	22/11/2024
Engaged settings	Baseline survey (target total 4k responses)	<ul style="list-style-type: none"> Fieldwork 	Ongoing until 17/05/2024
		<ul style="list-style-type: none"> Finalised data tables (for Y2 baseline survey period) 	Block #3 findings: 14/06/2024
		<ul style="list-style-type: none"> Finalised headline report 	Block #3 findings: 21/06/2024
	6 follow-up depth interviews + 6 topical interviews	<ul style="list-style-type: none"> Agreed sample frames 	Follow-up depths: 09/02/2024 Topical depths: 27/09/2024
		<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	Follow-up depths: 22/03/2024 Topical depths: 11/10/2024
		<ul style="list-style-type: none"> Finalised discussion guides 	Follow-up depths: 22/03/2024 Topical depths: 11/10/2024
		<ul style="list-style-type: none"> Fieldwork 	Follow-up depths: 25/03/2024 – 26/04/2024 Topical depths: 14/10/2024 – 15/11/2024
		<ul style="list-style-type: none"> Analysis framework 	Follow-up depths: 10/05/2024 Topical depths: 29/11/2024
		<ul style="list-style-type: none"> Finalised headline report 	Follow-up depths: 17/05/2024 Topical depths: 06/12/2023
		<ul style="list-style-type: none"> Fieldwork 	Ongoing until 08/11/2024
Follow-up survey	<ul style="list-style-type: none"> Fieldwork 	Ongoing until 08/11/2024	

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		<ul style="list-style-type: none"> Data tables (for Y2 follow-up survey period) 	Block #1 findings: 07/06/24 Block #2 findings: 29/11/2024
		<ul style="list-style-type: none"> Finalised headline report 	Block #1 findings: 14/06/24 Block #2 findings: 06/12/2024
Unengaged settings	Snapshot survey	<ul style="list-style-type: none"> Prepared sample 	23/08/2024
		<ul style="list-style-type: none"> Finalised privacy notices, invitations, and reminders 	13/09/2024
		<ul style="list-style-type: none"> Finalised Questionnaire 	13/09/2024
		<ul style="list-style-type: none"> Fieldwork (soft launch / review period) 	16/09/2024 – 20/09/2024
		<ul style="list-style-type: none"> Fieldwork (main) 	23/09/2024 – 01/11/2024
		<ul style="list-style-type: none"> Finalised data tables 	22/11/2024
		<ul style="list-style-type: none"> Finalised headline findings 	29/11/2024
All	Main reporting	<ul style="list-style-type: none"> Final slide-pack skeleton structure 	13/12/2024
		<ul style="list-style-type: none"> 1st draft of slide-pack 	10/01/2025
		<ul style="list-style-type: none"> Finalised slide-pack 	24/01/2025
		<ul style="list-style-type: none"> Presentation workshop 	31/01/2025
		<ul style="list-style-type: none"> Final report skeleton structure 	14/02/2025
		<ul style="list-style-type: none"> Draft #1 final report 	14/03/2025
		<ul style="list-style-type: none"> Draft #2 final report 	11/04/2025
<ul style="list-style-type: none"> Final report 	30/04/2025		

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] exclusive of VAT.

ORDER CHARGES

Milestone	Payment	Deadline
<i>Financial year 2022-23</i>		
Finalised timetable	[REDACTED]	08/03/2023

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Partner interview preparation – finalised participant materials and discussion guides		24/03/2023
<i>Financial year 2023-24</i>		
Headline report #1 (Y1 partner interviews)		28/04/2023
Headline report #2 (Y1 online survey of Hubs)		07/07/2023
Headline report #3 (baseline survey of engaged settings – Block #1 findings)		04/08/2023
Headline report #4 (Y1 case studies of Hubs)		08/09/2023
Headline report #5 (baseline depth interviews with engaged settings)		13/10/2023
Headline report #6 (baseline survey of engaged settings – Block #2 findings)		08/12/2023
Y1 presentation workshop		31/01/2024
<i>Financial year 2024-25</i>		
Headline report #7 (follow-up depth interviews with engaged settings)		17/05/2024
Headline report #8 (follow-up survey of engaged settings – Block #1 findings), #9 (Y2 partner interviews) and #10 (baseline survey of engaged settings – Block #3 findings)		21/06/2024
Headline report #11 (Y2 online survey of Hubs)		16/08/2024
Headline report #12 (Y2 case studies of Hubs)		01/11/2024
Headline report #13 (snapshot survey of unengaged settings)		29/11/2024
Headline report #14 (follow-up survey of engaged settings – Block		06/12/2024

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#2 findings) and #15 (topical depth interviews with engaged settings)		
Y2 presentation workshop		31/01/2025
<i>Financial year 2025-26</i>		
Final report		30/04/2025
<i>Total: £167,342.20</i>		

Expenditure for the financial year 2022-23 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2023-24 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2024-25 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2025-26 shall not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed £167,342.20 exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD**BACS**

Name of bank: [REDACTED]

Sort code: [REDACTED]

Account number: [REDACTED]

Account name: [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]

Senior Social Researcher

[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/91222/Sustainability_and_climate_change_strategy_-_GOV.UK.pdf)

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

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/444222/Personal-information-charter-Department-for-Education-GOV.UK.pdf)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Research Director

[REDACTED]

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

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Senior Research Manager

[REDACTED]

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

PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

Weekly during early or intensive design stages, thereafter monthly

KEY STAFF

Name	Project role	Email
[REDACTED]	[REDACTED]	[REDACTED]

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:		Date:	