

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **24-25/018**

THE BUYER: **The Department for Education**

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

THE SUPPLIER: **CFE (Research & Consulting) Ltd**

SUPPLIER ADDRESS: **Phoenix Yard, 5 – 9 Upper Brown Street, Leicester,
LE1 5TE**

REGISTRATION NUMBER: **03345012**

DUNS NUMBER: **896795937**

DPS SUPPLIER REGISTRATION SERVICE ID: Not known

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 7 May 2025.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Further Education Targeted Retention Incentive Evaluation**.

DPS FILTER CATEGORY(IES):

Primary; Secondary, Special Needs / SEN; Workplace training / skills development, Content analysis; Framework analysis; Framework analysis; Grounded Theory analysis; Thematic analysis; Qualitative; Mixed method (qualitative and quantitative); Face-to-face; Online; Telephone; Case Studies; Depth interviews; Workshop; Purposive sampling; School support staff; Teaching

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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 DPS**

- [Joint Schedule 1 is covered in '2.' above, and *must* be included]
 - 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)



- [Joint Schedule 5 is covered in '6.' Below, and *must* be included]

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- Joint Schedule 6 (Key Subcontractors)

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- 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 **24-25/018**

- Order Schedule 1 (Transparency Reports)

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DPS Order Schedule
1 - Transparency Repor

- Order Schedule 2 (Staff Transfer)



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- Order Schedule 3 (Continuous Improvement)



DPS Order Schedule
3 - Continuous Impro

- Order Schedule 4 (Order Tender)

Commercially sensitive information – supplier does not want this included.

- Order Schedule 5 (Pricing Details)

Milestones	Cost	Estimated completion date
1. Project set-up, including:		
Project initiation		
Development of screener survey and initial sampling		
2. Interview fieldwork (Strand 1), including:		
Recruitment, monitoring and on-going QA		
Qualitative interviews with leaders/SENCOs		
Qualitative interviews with SEND sector experts		
3. Delivery of interim findings and roundtable session		
Coding and analysis of qualitative interviews with transcripts		
Roundtable		
Interim reporting and presentation		
4. Case study fieldwork (Strand 2), including:		
Recruitment, monitoring and on-going QA		
Case study interviews with school workforce		
Incentives		
5. Final reporting, including:		
Coding and analysis of case studies with transcripts		
Final report, triangulating findings across the two strands		
PM costs throughout the research project		
Total:		

- Order Schedule 7 (Key Supplier Staff)



- Order Schedule 9 (Security)



DPS Order Schedule
9 - Security v1.1.docx

- Order Schedule 20 (Order Specification)

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Statement of Requir

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 Re:

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 Terms -
Research updated Oct

ORDER START DATE: 7 May 2025

ORDER EXPIRY DATE: 31 March 2026

ORDER INITIAL PERIOD: 11 months

DELIVERABLES

See 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 **2025**.

ORDER CHARGES

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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See details in Order Schedule 5 (Pricing Details) for payment milestones.

ORDER CHARGES

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

Total Project expenditure shall not exceed **£109,450.00** exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Via BACS upon submission of valid invoice

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

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at: [Sustainability and climate change strategy - GOV.UK](#)

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#co>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

CFE Research, Phoenix Yard, 5-9 Upper Brown Street Leicester, LE1 5TE

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

CFE Research, Phoenix Yard, 5-9 Upper Brown Street Leicester, LE1 5TE

PROGRESS REPORT FREQUENCY

Weekly

PROGRESS MEETING FREQUENCY

Weekly

KEY STAFF

See 'DPS Order Schedule 7'

KEY SUBCONTRACTOR(S)

[REDACTED]

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See 'DPS Joint Schedule 4'

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:	