

Statement of Work

Qualifications review consultation and call for evidence analysis

Date: 23/12/2020

Table of Contents

3.1	SOW Summary	3
3.2	Deliverables, Acceptance Criteria & Milestones	7
3.3	Supplier Response	9
3.4	Key Personnel	10
3.5	Call-Off Contract Charges	10
3.6	Assumptions & Dependencies.....	12
3.7	Performance Standards & Quality Assurance	12
3.8	Reporting and Communications	13
3.9	Termination	14
3.10	Handover and Exit Management.....	15
3.11	Agreement of Statement of Works	16

Schedule 3 - Statement of Work (SOW)

Issued in accordance with Contract [con_7268] and including Pricing Arrangements, Deliverables and Key Personnel.

3.1 SOW Summary

Date of SOW:	23/12/2020
SOW Reference:	
SOW Value:	
Buyer:	Education and Skills Funding Agency – TEQRD
Supplier:	Methods
Date Required:	January 2021
Location Required:	<p>The services under this SOW will be delivered remotely for the duration of the project.</p> <p>Where feedback and presentations are required, these will be delivered remotely via Microsoft Teams.</p>
Work Package Title:	Qualifications review consultation and call for evidence analysis
Phase(s) of Development:	Single stage project
Start Date & End Date of SOW	25 January – 16 March 2021
Estimated Duration of SOW:	8 weeks
Background:	<p>The Government is committed to creating a world-class technical education system, and the DfE are making progress on delivering the recommendations made by the Independent Panel on Technical Education, chaired by Lord Sainsbury.</p> <p>In March 2019, the DfE launched a first stage consultation as part of our review of post-16 qualifications that are approved for teaching in providers in England at level 3 and below. It covered the scope and broad principles the review should consider. The review aims to</p>

streamline the number of qualifications available and to ensure, as T Levels develop, that the DfE only fund high quality qualifications that serve a clear and distinct purpose.

The DfE launched a second stage consultation on 23 October 2020, focusing on level 3 qualifications. It set out proposals for the qualifications needed alongside T Levels and A levels for 16 to 19 year olds and adults, and how to ensure they meet the consistently high levels of quality that are needed to support all students to fulfil their potential and provide the skills and knowledge employers and higher education institutions need. On 10 November 2020 we launched a call for evidence on study at level 2 and below, which will run alongside the consultation. Our ambition for level 2 and below study is high. The DfE want to give students and employers the confidence that every qualification or programme at level 2 and below is high quality. The call for evidence is an important stepping stone in making our vision a reality. The consultation will close on 15 January 2021, and the call for evidence on 31 January 2021.

We are requesting support to carry out the analysis and reporting of responses the DfE receives.

Analysis of the consultation responses will contribute to policy design and inform decision making. And, for the call for evidence, will inform policy thinking and future consultation. These consultation exercises will give the DfE the data and evidence needed to make decisions about the qualifications to fund in future that will improve quality and choice for students and ultimately provide better outcomes for individuals and the economy.

The DfE is committed to analysing all the responses to accurately gather the views and evidence of stakeholders, publish the government response to the consultation on level 3 qualifications, and inform further policy work for a further consultation on study at level 2 and below.

The consultation comprises 26 substantive open questions (excluding the first 5 questions which ask for respondents' name, position and organisation). All questions invite respondents to add comments, and 22 of the 26 questions include a Yes / No element (2 of these also include additional Yes / No sub-questions).

The call for evidence comprises 27 substantive open questions (excluding the first 5 questions which ask for respondents' name, position and organisation). All 27 questions invite respondents through a free format text box. Excluding the intro questions, there are 35 free text boxes (8 of the 27 questions include a sub question which invites a further free text response), and 14 of the 27 questions include a Yes / No element.

Description of Requirements:	<p>We would like the support of an external company to:</p> <ul style="list-style-type: none"> • Carry out analysis of all the responses to the consultation and the call for evidence. We would like a meeting at the beginning of the contract so that we can provide any helpful background about the policy, and the option of further meetings to discuss draft reports. The analysis should be by topic and pull out any differences by respondent type where appropriate. • Produce a separate interim report for each of the consultation and the call for evidence, focusing on a few priority questions. • Deliver a presentation of the findings once the analysis is completed, but before the reports are finalised. • Produce two full final reports (one for the call for evidence and one for the consultation) for internal use, which will inform the government response to the consultation exercises and policy development. To ensure quality of the reports, we require up to two drafts of each report before the final version, to be commented on by our team. We would like the reports to identify the key themes and findings for each question, identifying where a trend varies by respondent type, or has been given disproportionate weight due to a campaign (where organisation(s) submit duplicate responses). • Produce summary reports for each of the call for evidence and consultation, containing the overall key findings, which we could publish alongside the government response on gov.uk if we deem appropriate.
Work Package Approach:	
Cost Centre:	TEQRD programme budget
Security Vetting Checks required	<p>The level of clearance required for this SOW is:</p> <ul style="list-style-type: none"> • BPSS • •

- 3.1.1 The Parties will execute a SOW for each release. Note that any ad-hoc Service requirements are to be treated as individual releases in their own right (in addition to the releases at the delivery stage); and the Parties should execute a separate SOW in respect of each.

- 3.1.2 The rights, obligations and details agreed by the Parties and set out in this SOW apply only in relation to the Services that are to be delivered under this SOW and will not apply to any other SOWs executed, or to be executed, under this Call-Off Contract unless otherwise agreed by the Parties.

3.2 Deliverables, Acceptance Criteria & Milestones

3.2.1 To be added into the table below in agreement between the Buyer and Supplier on a work package by work package basis.

Work Package Deliverables			
Ref	Deliverable	Acceptance Criteria	Milestone Date
D01	Start up meeting	Meeting at the beginning of the contract so that we can provide any helpful background about the policy.	Consultation: w/c 25 th January 2021 CfE: w/c 8 th February 2021
D02	Interim progress report	PowerPoint presentation delivered via Teams to update project team on progress and any common themes emerging from priority questions (agreed with DfE).	Consultation: w/c 8 th February 2021 CfE: w/c 22 nd February 2021)
D04	Analysis / Evaluation of responses	Quantitative and qualitative analysis to identify the key themes and findings for each question, identifying where a trend varies by provider type.	Consultation: w/c 15 th February 2021 CfE: w/c 1 st March 2021)
D05	Presentation of findings	PowerPoint presentation to senior management team outlining the detailed findings from the research. Must include all themes which will feature in final report. Must clearly articulate the key themes and responses for each question, identifying where a trend varies by provider type. Q&A.	Consultation: w/c 15 th February 2021 CfE: w/c 1 st March 2021)
D06	Submission of draft report for comment	Written report to be prepared summarising key findings and providing detailed evaluation of responses to each question.	Consultation: w/c 15 th February 2021

ESFA Commercial – Digital, Data and Technology

		Draft to be submitted for comment/approval by ESFA prior to final report being submitted.	CfE: w/c 1 st March 2021)
D07	Submit final and summary reports	Final written report submitted.	Consultation: w/c 1 st March 2021 CfE: w/c 15 th March 2021)
End of Deliverables			
Charging Method(s) for this work Package:		Redacted	
		Payment on receipt of final report.	
Travel Expectations and Expenses:		Redacted	
Overtime and on-call		Redacted	

3.3 Supplier Response

Service Charges Breakdown			
Role	Day Rate (ex VAT)	Max Days	Total Cost (ex VAT)
Redacted	Redacted	Redacted	£15,870
End of Response			

3.4 Key Personnel

3.4.1 The Parties agree that the Key Personnel in respect of this Project are detailed in the table below.

3.4.2 Table of Key Personnel:

Name	Role	Details
Redacted	Senior User Researcher	
Redacted	Head of User Research	
Redacted	Executive Director - Digital	
Redacted	Policy Lead, DfE	
Redacted	Team Leader, DfE	
Redacted	Head of Unit, DfE	
Redacted	Commercial Lead	

3.5 Call-Off Contract Charges

3.5.1 For each individual Statement of Work (SOW), the applicable Call-Off Contract Charges (in accordance with the charging method in the Order Form) will be calculated using all of the following:

- the agreed relevant rates for Supplier staff or facilities, which are inclusive of any applicable expenses and exclusive of VAT and which were submitted to the Buyer during the Further Competition that resulted in the award of this Call-Off Contract.
- the number of days, or pro rata for every part of a day, that Supplier staff or facilities will be actively providing the Services during the term of the SOW.
- a contingency margin of up to 20% applied to the sum calculated on the basis of the above two points, to accommodate any changes to the SOW Deliverables during the term of the SOW (not applicable to Lot 3). The Supplier must obtain prior written approval from the Buyer before applying any contingency margin.

3.5.2 The Supplier will provide a detailed breakdown of rates based on time and materials

Charges, inclusive of expenses and exclusive of VAT, with sufficient detail to enable the Buyer to verify the accuracy of the time and material Call-Off Contract Charges incurred.

The detailed breakdown for the provision of Services during the term of the SOW will include (but will not be limited to):

- a role description per Supplier Staff;
- a facilities description;
- the agreed relevant rate per day;
- any expenses charged per day, which are in line with the Buyer's expenses policy (if applicable);
- The number of days, or pro rata for every part day, they will be actively providing the Services during the term of the SOW; and
- The total cost per role / facility.

The Supplier will also provide a summary which is to include:

- Total value of this SOW;
- Overall Call-Off Contract value;
- Remainder of the value under overall Call-Off Contract Charge where:
Remainder of value under overall call-Off Contract Charge – overall Call-Off Contract value – sum of total value of all SOWs invoiced; and
- Whether there is any risk of exceeding overall Call-Off Contract value (and thereby requiring a Contract Change Note (CCN) to continue delivery of Services).

3.5.3 If a capped or fixed price has been agreed for a SOW:

- The Supplier will continue at its own cost and expense to provide the Services even where the agreed price has been exceeded; and
- The Buyer will have no obligation or liability to pay for the cost of any Services delivered relating to this order after the agreed price has been exceeded.

3.5.4 Multiple SOWs can operate concurrently.

3.5.5 The Supplier will keep accurate records of the time spent by the Supplier Staff in providing the Services and will provide records to the Buyer for inspection on request (not applicable to Lot 3 Services).

3.6 Assumptions & Dependencies

3.6.1 Risks or contingencies will be included in the Charges. The Parties agree that the following assumptions & dependencies will apply in relation to the Charges:

Assumptions:	N/A
Dependencies	N/A

3.7 Performance Standards & Quality Assurance

Performance Standard/Requirements	Description
N/A	

3.8 Reporting and Communications

- 3.8.1 The Buyer and Supplier shall meet bi-monthly to discuss the operational performance of the contract & progress towards the outcomes set out in the SOW. The meeting shall be attended by **redacted** and **redacted** . Any Commercial discussions shall include the DfE Commercial Lead, who will be specified in section 3.4
- 3.8.2 The content of the meeting will include, but not be limited to the below:
- Progress against each objective, highlighting any missed deliverables.
 - Any performance issues which need to be addressed.
 - Review of the exit plan & handover arrangements to ensure they remain fit for purpose.
- 3.8.3 One day prior to the meeting, the Supplier shall provide a report detailing an update on the aforementioned areas.
- 3.8.4 The Buyer shall outline any significant changes which may affect the achievement of deliverables.

3.9 Variation

- 3.9.1 As stated in the call-off contract, the client has the right to amend the rate of development or delivery of service contained within SOW when required. Should this occur; the Supplier and Client will mutually agree a variation within five calendar days.

3.10 Termination

- 3.10.1 As stated in the call-off contract, the client has the right to amend the rate of development or delivery of service contained within SOW when required. Should this occur; the Supplier and Client will mutually agree a variation
- 3.10.2 The Buyer reserves the right to terminate the SOW at any time, giving a notice period of five calendar days in which all development work will cease.
- 3.10.3 The notice period should be given in writing. The receiving party must acknowledge receipt of request within 24 hours.

3.11 Handover and Exit Management

- 3.11.1 During the initiation stage of this SOW, a handover and exit management strategy must be formulated by the Supplier and reviewed by the Buyer. This will include knowledge transfer and handover tasks required.
- 3.11.2 The Supplier will help the Buyer to migrate the Services to the DfE or a replacement supplier in line with the exit plan to ensure continuity of services.

3.12 Agreement of Statement of Works

3.12.1 By Signing this SOW, the Parties agree to be bound by the terms and conditions set out herein:

	Supplier:	Buyer:
Name:		
Title:		
Signature:		
Date:		