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Trialling and Sampling Framework Agreement – STA 0090
Call-Off Contract no: STA 0090/33
Title: Administration for 3 (three) Multiplication Tables Check Trials in 2018

Pursuant to the terms of the Trialling and Sampling Framework Agreement (STA 0090):

Service Commencement Date:	11 January 2018
Call Off Value (maximum):	£241,387
Trial Types:	Key stage 2 (KS2) Mathematics
Awarded to ('The Supplier'):	Scottish Qualifications Authority (SQA)
Relationship Manager for Department for Education ('The Client'):	██████████ MTC Project Manager, Standards and Testing Agency (STA)
Relationship Manager for the Supplier:	██████████ Project Manager, SQA

1. Background

- 1.1 Three (3) online/onscreen in-school trials of the key stage 2 (KS2) Multiplication Tables Check (MTC) digital check system in mathematics are required: specifically in KS2 12 times multiplication tables involving year 4 pupils are to be conducted by The Client over the period February – June 2018.
- 1.2 The 3 trials proposed are to comprise:
 - 1.2.1 February 2018: Trial 1 – private Beta 2 system trial;
 - 1.2.2 March 2018: Trial 2 – question timing trial; and
 - 1.2.3 June 2018: Trial 3 – system trial and technical pre-test (TPT) item-level trial.
- 1.3 The data to be collected as part of the 3 trials (remotely) by the Client's MTC system itself, and (for trials 2 and 3 only) from in-school trial administrators, is required by The Client to inform further and final check system development and (Trial 3) test form construction for national voluntary pilot rollout in 2019 and mandatory rollout of the 2020 online/onscreen MTC.

2. Functional Requirements

Subjects:	Mathematics
Key Stage or Other Measure:	Key stage 2 (KS2)

3. Required Service Elements

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3.1 The table below sets out the Service Elements that the Supplier shall provide under this Call-Off Contract.

Key			
✓ = Included in Trials	X = Not Included in Trials		
Core	Trial 1 – private Beta 2 System	Trial 2 – Question Timing Trial	Item 3 – Technical pre-test (TPT)
1. Project Management	✓	✓	✓
2. Recruitment of schools	✓	✓	✓
3. Informing schools of statutory participation	Not required for this trial – school participation will be on a voluntary basis		
4. Recruit and train administrators	X	✓	✓
5. Printing <i>(limited to the design and production of in-school questionnaires, and training materials for in-school trial administrators for trials 2 and 3 only)</i>	X	✓	✓
6. Administration	✓	✓	✓
7. Helpline	✓	✓	✓
8. Script Management	X	X	X
9. Collation and distribution <i>(limited in-school questionnaires, and training materials for in-school trial administrators also for trials 2 and 3 only)</i>	X	✓	✓
10. Data Capture <i>(although the MTC system will capture all data on items and actions from users, The Supplier will be capturing data as user feedback from the trial for trials 2 and 3 only)</i>	X	✓	✓
11. Handling pupil background data	✓	✓	✓
12. Data collection reassurance report	✓	✓	✓
13. Script return service	Not required as e-assessment		
14. MTC trail system management	X	X	X
Optional services			
15. * Disseminating an incentive payment to participating schools	X	X	X
16. * Drawing the sample	X	X	X

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4. Specification of performance requirements

(References cited below refer to the issued ITQ unless otherwise indicated)		
<p>The following table lists the key performance requirements for this Call-Off Contract and should be read in conjunction with the “Deliverables and Outputs”, and “Functional Requirements”, as specified in the Specification of Requirements, Section 1.b. and Section 1.c., of the Department’s “Invitation to Quote No 33; Administration for 3 (three) Multiplication Table Check Trials in 2018; Subjects: Mathematics (Multiplication Tables); (Contract STA 0090-33); October 2017”.</p>		
Deliverable and Output	Service Requirements for all trials	Performance measure
<p>1 Project management - Governance</p>	<p>Start-up meeting: The Supplier to attend a start-up meeting with The Client. The following documents will form the basis of the agenda for this meeting. The Supplier is to provide these to the Client at least 2 (two) working days in advance of the start-up meeting:</p> <ul style="list-style-type: none"> • Detailed project risk and issue log (risk log) for review and joint sign-off • Detailed project timeline • Detailed project flow diagram including dependencies and quality assurance checks. <p>Draft product descriptions (PDs - see section 1.c of ITQ)</p> <p>Project meetings: The Supplier is to:</p> <ul style="list-style-type: none"> • Attend regular project meetings as agreed with The Client, providing regular management information, progress reports, risks and issue reports in advance of the meeting. • Use project meetings to highlight the risks and issues that have changed Red/Amber/Green (RAG) status and escalate risks and issues where necessary. • Full risk and issues logs will be discussed at the start-up meeting and reviewed at supplier meetings during the course of the project). <p>Lessons learnt: The Supplier is to attend a lessons learnt meeting with The Client towards the end of the project, contribute to a constructive evaluation of the project and identify areas for further improvement and innovation in future trials, and the final/live MTC system</p> <p>Printing requirements as required; such as guides for schools; system instructions for administrators and questionnaires for schools.</p>	<p>100% - meeting documents to be provided at least 24 hours prior to organised project meetings. MI submitted at the agreed times.</p>

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Deliverable and Output		Service Requirements for all trials	Performance measure
2	Project Management – Equalities	<p><i>Please refer to Section G4 of the Trialling and Sampling Framework Agreement for details</i></p> <p>The Supplier shall produce an equality plan including all personnel contributing to the ITQ, for each call-off, outlining their commitment and compliance to the Public sector equality duty (PESD).</p> <p>An Equality plan must be submitted at regular intervals during the project:</p> <ul style="list-style-type: none"> • First report within 21 days following the start-up meeting. • Equalities report at midway point. <p>Final equalities report at end of project.</p>	100%
3	Project management – Exit and Transition Plan	<p><i>Please refer to section G7 of the Trialling and Sampling Framework.</i></p> <p>The Supplier provided an emergency exit and transition plan along with their bid as requested. Feedback will be provided on this at the start-up meeting.</p> <p>The routine exit and transition plan must be submitted and signed off by The Client no later than 2 (two) months after the start of the contract. A plan template for use is provided in Appendix B of the ITQ.</p> <p>The final plan will be submitted and signed off by The Client no later than 2 (two) months after the start of the contract.</p>	100%
4	Printing – Documentation	<p>The Supplier must work in consultation with The Client to sign off the attendance register document (this will only be required for Trial 3 - the TPT trial).</p> <p>The Supplier will:</p> <ul style="list-style-type: none"> • need to provide participating trial schools and in-school trial administrators with guidance regarding the administration of the online/on-screen check to pupils, The Client will assist in the production of, and sign-off these documents. • work with The Client to arrange suitable training dates for in-school trial administrators, with guidance for them, prior to the trials taking place <p>The Supplier must provide completed PDs on each of their deliverables for The Client’s sign-off.</p>	100%

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Deliverable and Output		Service Requirements for all trials	Performance measure
5	Recruiting Schools – Recruiting of schools for participation	<p>The Supplier must provide, as part of their school recruitment strategy, how many schools they need The Client to provide (on 11 January 2018) to enable successful recruitment for all 3 trials.</p> <p>The Supplier (on behalf of The Client) must contact local authorities (LAs), Multi Academy Trusts (MATs) and Regional Schools Commissioners (RSCs) to inform them of schools selected for voluntary participation in the trials, before schools are contacted.</p> <p>The Supplier must contact all schools to recruit them in a voluntary participation in the trials. It is imperative that no school is asked to participate in more than one of the 3 trials. All trials must involve a different cohort of schools and pupils.</p> <p>(For Trial 3 only) The Supplier must create a register of pupils participating in the checks, to be signed off by The Client.</p>	100%
6	Project Management – Report on Number of Participating Schools/Pupils	For all 3 trials, The Supplier must provide a report showing the final number and allocation of schools and pupils and confirmation of number of pupils per school participating to demonstrate the representativeness of the sample recruited. These reports must be provided before each trial administration period.	100%
7	Helpline	<p>A school trial support helpline is needed for all 3 trials.</p> <p>The Supplier must ensure that the school helpline is adequately staffed, with appropriately trained personnel, to respond to at least 98% of all calls received within 30 seconds whether they are from participating schools or trial administrators.</p> <p>The trial helpline contact number must be included in communications to schools to handle/respond to any questions they may have around their recruitment or that they have about the trial they are participating in before the trials commence.</p>	100%
8	Administration	The Supplier must ensure the administration period for the 2 trials (trials 2 and 3) involving in-school trial administrators are managed successfully - all school visits must be pre-arranged and confirmed at a convenient time with participating schools inside the trial window.	100%

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Deliverable and Output		Service Requirements for all trials	Performance measure
9	Project Management – Distribution and Return of Administrator Guidance	<p>As all participating schools will be using their own IT hardware in order for pupils to participate in the trials, The Supplier will not be expected to provide any IT hardware to / for participating schools</p> <p>The Supplier must</p> <ul style="list-style-type: none"> • securely distribute any trial/test materials (such as administrator and system guidance) to trial administrators and participating schools • provide evidence that all test materials have been returned and are accounted for within the agreed timescales. • confirm return of and then secured destruction of all returned guidance from the trial. 	100% - all materials accounted for at all stages of the administration process.
10	Data Capture / Handover / Reporting – End of Trials Report and Feedback	<p>No later than 4 weeks after the end of each trial, The Client expects The Supplier to provide it with a written report on the administration of trial, incorporating feedback from school staff, administrators, and if possible from the pupils participating - in order to gain user feedback on the trial system and check administration from participating schools; a Smart Survey (https://www.smartsurvey.co.uk) can be used.</p> <p>The Client requires The Supplier to actively encourage all participating schools to complete a user survey after participation in a trial - if required, The Client can insert the link for such a survey into the MTC system's school administration application and The Supplier can include in any school communications.</p> <p>Additionally (for trials 2 and 3) The Supplier is required to ensure that in-school trial administrators undertaking short a short interview with participating school staff on their experience of administering the check. The qualitative and quantitative data and information collected will be included in and used to inform the final trial report to be produced on trials 2 and 3 by The Supplier.</p>	100%

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In witness whereof this Call-Off Contract has been duly executed.

Signed for and on behalf of the Department for Education ('The Client):
Date:

Signed for and on behalf of the Supplier:
Date: