

**ORDER FORM - CON\_7215: EARLY YEARS EXPERTS – EYFS REFORMS  
IMPLEMENTATION**

**FROM**

|                                   |  |
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|                                   | <b>SECRETARY OF STATE FOR EDUCATION</b>  |
| <b>Service address:</b>           | Department for Education. Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT |
| <b>Invoice address:</b>           | accountspayable.OCR@education.gov.uk   |
| <b>Authorised Representative:</b> | Ref: Karen Goodchild<br><br>Phone:<br><br>E-mail: [REDACTED]                                     |
| <b>Order number:</b>              | To be quoted on all correspondence relating to this Order:<br>CON_7215                           |
| <b>Order date:</b>                | 18 <sup>th</sup> January 2021  |

**TO**

|                              |   |
|------------------------------|---|
| <b>Contractor:</b>           | PEN GREEN CENTRE (Company number = 06227100)                                |
| <b>For the attention of:</b> | [REDACTED]  |
| <b>E-mail:</b>               | [REDACTED]  |
| <b>Telephone number:</b>     | [REDACTED]  |
| <b>Address:</b>              | Pen Green Research Base, Rockingham Road, Corby, Northamptonshire, NN17 1AG |

**1. SERVICES REQUIREMENTS**

**(1.1) Services [and deliverables] required:**

The Contractor will deliver the following services in the following areas:

The online support offer is expected to include (but will not be limited to) providing resources such as bite-sized online learning modules on key areas of the EYFS, videos with practical ideas on how to adapt practice and online peer networks.

We will require the experts to work closely with the with DfE digital design team to develop the content of the resources which will be hosted on the new online service. For example, this could include them pair writing or drafting content for written materials or them taking part in training videos, webinars or podcast (eg reviewing scripts, rough cuts and fine cuts of videos, or featuring in the videos, webinars or podcasts).

The contractor is to provide services in relation to the following lots:

- LOT1: Communication and language
- LOT2: Mathematics

- LOT3: Personal, Social and Emotional Development

For further information, please see Appendix 1.

**(1.2) Service Commencement Date:**

18 January 2021

**(1.3) Price payable by Authority and payment profile:**

Agreed daily rate for all applicable lots = [REDACTED]

VAT will NOT be applied.

Up to a maximum of 50 days may be called down for each lot from this order form (150 days total).

1. Invoices shall be prepared by the Contractor monthly in line with agreed rates and attribute to specific lots.
2. The Department shall accept and process for payment an electronic invoice submitted for payment by the Contractor where the invoice is undisputed and where it complies with the standard on electronic invoicing. For the purposes of this paragraph, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.
3. Invoices shall be sent, within 5 days of end of the relevant calendar month electronically by email to [accountspayable.OCR@education.gov.uk](mailto:accountspayable.OCR@education.gov.uk), quoting the Contract reference number. To request a statement, please email [accountspayable.BC@education.gov.uk](mailto:accountspayable.BC@education.gov.uk), quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.
4. If this Contract is terminated by the Department due to the Contractor's insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.
5. On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.
6. The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Appendix 1.
7. It shall be the responsibility of the Contractor to ensure that the final invoice covers

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| <p>all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.</p> |
| <p><b>(1.4) Completion date (including any extension period or periods):</b></p> <p>31 March 2021</p> <p>The Department reserves the right to extend this contract up to a maximum of 3 additional months at the same daily rate.</p>  |
| <p><b>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</b></p>  |
| <p><b>(2.1) Supplemental requirements in addition to Call-off Terms:</b></p> <p>See Appendix 1</p>   |
| <p><b>(2.2) Variations to Call-off Terms:</b></p> <p>N/A</p>   |
| <p><b>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</b></p>  |
| <p><b>(3.1) Name of the Professional(s) who will deliver the Services:</b></p> <p>Lot 1 – [REDACTED]</p> <p>Lots 2 and 3 – [REDACTED]</p>  |
| <p><b>(3.2) Performance standards:</b></p> <p>See Appendix 1</p>   |
| <p><b>(3.3) Location(s) at which the Services are to be provided:</b></p> <p>See Appendix 1</p>  |

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| <b>(3.4) Quality standards:</b><br><br>See Appendix 1   |
| <b>(3.5) Contract monitoring arrangements:</b><br><br>See Appendix 1                            |
| <b>(3.6) Management information and meetings</b><br><br>See Appendix 1                          |
| <b>4. CONFIDENTIAL INFORMATION</b>  |
| <b>(4.1) The following information shall be deemed Confidential Information:</b><br><br>N/A     |
| <b>(4.2) Duration that the information shall be deemed Confidential Information:</b><br><br>N/A |

**BY ACCEPTING THIS ORDER IN JAGGAER THE CONTRACTOR AGREES** to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form (together with the mini-competition order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the Call-off Terms set entered into by the Contractor and the Authority.

#### **Appendix 1: Specification of Services**



Request for  
Quotation (RFQ) EY E

#### **Appendix 2: Tender**

[BID REDACTED]