

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: BC.IFATE-108

THE BUYER: Institute for Apprenticeships and Technical Education

BUYER ADDRESS: Sanctuary Buildings, 20 Great Smith Street, London

THE SUPPLIER: Pye Tait Consulting

SUPPLIER ADDRESS: **Royal House, 110 Station Parade, Harrogate, North Yorkshire, HG1 1EP.**

REGISTRATION NUMBER: 04001365

DUNS NUMBER: **519946144**

DPS SUPPLIER REGISTRATION SERVICE ID: **N/A**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated **22nd June 2023**. It's issued under the DPS Contract with the reference number **RM6126** for the provision of Research Services.

DPS FILTER CATEGORY(IES):
[Not applicable]

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**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **RM6126**
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - [Joint Schedule 6 (Key Subcontractors)]
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)
 -
 - Order Schedules for **RM6126**
 - Order Schedule 3 (Continuous Improvement)
 - **[Order Schedule 5 (Pricing Details)]**
 - **[Order Schedule 7 (Key Supplier Staff)]**
 - **[Order Schedule 9 (Security)]**
 - **[[Order Schedule 20 (Order Specification)]**
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126** DPS Contract reference number]

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:

[Not applicable]

ORDER START DATE: **5th July 2023**

ORDER EXPIRY DATE: **December 2023**

ORDER INITIAL PERIOD: **5 months**

DELIVERABLES

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

Deliverables are as follows:

- i. Short feasibility paper on the research methods for collecting the quantitative and qualitative data through primary research described in the commercial specification.
- ii. Interim report on early findings from the fieldwork in stage two
- iii. Interim report of data from stage two
- iv. A full report of the key findings from stage two. This full report would include a substantive summary, which could be published separately. This includes a draft and final version.
 - a. A combined or separate technical report that sets out the methodology used to (a) obtain the data points and (b) convert those data points into typical costs, ranges, and factors that would form an evidence base or model to support IfATE when recommending funding bands. It will also include recommendations for how IfATE can best use this data, and any limitations.
- v. The quantitative data evidence in Excel, delineated by categories defined by IfATE's research and analysis team in consultation with the selected supplier, to ensure the data can be analysed by IfATE after the commission. The individual costs identified, the typical costs and ranges calculated, and the factors that have a significant/substantive impact on those costs. This should be in a format that would allow further analysis of the data.
- vi. Final version of source code and documentation on process used to analyse the quantitative data to support the technical report. Examples of source code are SPSS Syntax files, Stata Do-files and R/Python scripts. Examples of documentation include a data dictionary and summary of any assumptions made.

Suppliers are required to ensure they have appropriate staff resource in place at the start of the contract in June 2023 to avoid delays to commencing fieldwork.

Timeline:

Deadline	Activity
June 2023	Supplier selected and contract awarded
July 2023	Research fieldwork start date
July 2023	Short feasibility paper submitted Break clause date Contract payment made on receipt of the paper
July 2023	Upon receipt of the short feasibility paper no later than the break clause date, IfATE can choose to terminate the agreement within 10 working days. Email confirmation will be sent by this date by IfATE confirming whether stage two will go ahead

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

August 2023	Interim report on the early findings from stage two (data collection stage). Contract payment made on receipt of report
November 2023	Fieldwork finishes and an interim report of the data from stage two provided by supplier Contract payment made on receipt of report
December 2023	Full draft version of report provided by supplier
December 2023	Final full report of key findings, technical report and evidence base provided by supplier
December 2023	IfATE review and sign off for suppliers report
December 2023	Report finalised Contract payment made on receipt of reports, data evidence, source code and documentation

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 **£92,100 inc VAT**

ORDER CHARGES

£92,100 inc VAT

REIMBURSABLE EXPENSES

Not Applicable

PAYMENT METHOD

BACS Transfer

BUYER'S INVOICE ADDRESS:



Address:

Sanctuary Buildings
Great Smith Street

London
Greater London
SW1P 3BT

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

[Environmental policy statement / Institute for Apprenticeships and Technical Education](#)

BUYER'S SECURITY POLICY

[IfATE Privacy Notices / Institute for Apprenticeships and Technical Education](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

Monthly

PROGRESS MEETING FREQUENCY

Bi-weekly until the feasibility report is ready, after this period, move to monthly.

KEY STAFF –

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

DPS Schedule 6 (Order Form Template and Order Schedules)
Crown Copyright 2021

Whole Life Consultants Ltd

E-AUCTIONS
Not applicable

COMMERCIALLY SENSITIVE INFORMATION
Not applicable

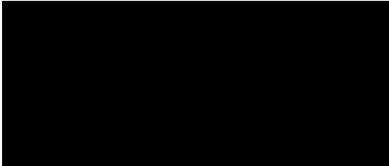
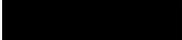
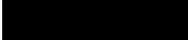
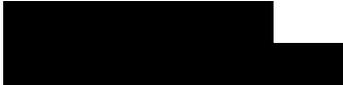
SERVICE CREDITS
Not applicable

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:	04/07/2023	Date:	05/07/2023