

# DPS Schedule 6 (Order Form Template and Order Schedules)

## Order Form

ORDER REFERENCE: **23/24-013**

THE BUYER: **The Department for Education**

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

THE SUPPLIER: **National Centre for Social Research**

SUPPLIER ADDRESS: **35 Northampton Square, London. EC1V 0AX**

REGISTRATION NUMBER: **[REDACTED]**

DUNS NUMBER: **[REDACTED]**

DPS SUPPLIER REGISTRATION SERVICE ID: **[REDACTED]**

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 23<sup>rd</sup> May 2024

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Music Programmes Evaluation**.

DPS FILTER CATEGORY(IES):  
'Arts, culture and music', 'Mixed Method (qualitative and quantitative)',  
'Process Evaluation', 'Experimental/ quasi-experimental impact evaluation'  
'School age children/ young people', 'Teaching' and 'England'

## 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**



Joint Schedule 1  
(Definitions)

3. DPS Special Terms



Special Terms -  
Research

4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 CCS Research & Insights Marketplace DPS 23/24-013**

- Joint Schedule 2 (Variation Form)



Joint Schedule 2  
(Variation Form)

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule  
3 (Insurance Require

- Joint Schedule 4 (Commercially Sensitive Information)



DPS Joint Schedule 4  
- Commercially Sensit

- Joint Schedule 10 (Rectification Plan)



Joint Schedule 10  
(Rectification Plan)

- Joint Schedule 11 (Processing Data)



DPS Joint Schedule  
11 - Processing Data

- Order Schedules for **RM6126 CCS Research & Insights Marketplace DPS 23/24-013**

## DPS Schedule 6 (Order Form Template and Order Schedules)

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- Order Schedule 1 (Transparency Reports)



DPS Order Schedule  
1 - Transparency Repor

- Order Schedule 2 (Staff Transfer)



Order Schedule 2  
(Staff Transfer)

- Order Schedule 3 (Continuous Improvement)



Order Schedule 3  
(Continuous Improv

- Order Schedule 4 (Order Tender)



DPS Order Schedule  
4 - Order Tender

- Order Schedule 5 (Pricing Details)



DPS Order Schedule  
5 - Pricing Details

- Order Schedule 7 (Key Supplier Staff)



DPS Order  
Schedule 7 - Key Su

- Order Schedule 8 (Business Continuity and Disaster Recovery)



Order Schedule 8  
(Business Continuity

- Order Schedule 9 (Security)



Order Schedule 9  
(Security)

- Order Schedule 10 (Exit Management)



DPS Order Schedule  
10 - Exit Management

- Order Schedule 14 (Service Levels)



DPS Order  
Schedule 14 - Servic

- Order Schedule 15 (Order Contract Management)

## DPS Schedule 6 (Order Form Template and Order Schedules)

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DPS Order Schedule  
15 - Order Contract M

- Order Schedule 18 (Background Checks)



Order Schedule 18  
(Background Checks)

- Order Schedule 20 (Order Specification)



DPS Order  
Schedule 20 - Specif

### 5. CCS Core Terms (DPS version) v1.0.3



RM6126 DPS Core  
Terms v1.0.pdf

### 6. Joint Schedule 5 (Corporate Social Responsibility)



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

ORDER START DATE: 23rd May 2024

ORDER EXPIRY DATE: 30<sup>th</sup> September 2027

ORDER INITIAL PERIOD: 3 Years, 4 Months

## DELIVERABLES

See details in Order Schedule 20 (Order Specification) for milestones and contract review periods.

## 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

██████████

Full contract amount is £224,923.00 exclusive of VAT.

#### ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)]

The Charges will not be impacted by any change to the DPS Pricing. The Charges can only be changed by agreement in writing between the Buyer and the Supplier because of:

- Indexation
- Specific Change in Law

#### REIMBURSABLE EXPENSES

None

#### PAYMENT METHOD

Via BACS upon submission of valid invoice after successful completion of payment milestone(s).

#### 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](mailto:AccountsPayable.OCR@education.gov.uk)

#### BUYER'S AUTHORISED REPRESENTATIVE

██████████

#### BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online [here](#)

#### BUYER'S SECURITY POLICY

**Department for Education Personal Information Charter** available online [here](#)

#### SUPPLIER'S AUTHORISED REPRESENTATIVE

██████████

National Centre for Social Research (NatCen), 35 Northampton Square, London  
EC1V 0AX

#### SUPPLIER'S CONTRACT MANAGER

██████████

## **DPS Schedule 6 (Order Form Template and Order Schedules)**

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EC1V 0AX

### **PROGRESS REPORT FREQUENCY**

Weekly update email and meeting minutes with decisions taken, date and any alternative arrangements will be agreed by the parties where necessary.

### **PROGRESS MEETING FREQUENCY**

Weekly during active fieldwork stages, frequency during other stages of the project and dates to be agreed by parties.

Twice yearly Music Evaluation Board to take place to discuss progress and performance, dates to be agreed by parties.

### **KEY STAFF**

[REDACTED]

National Centre for Social Research (NatCen), 35 Northampton Square, London  
EC1V 0AX

[REDACTED]

National Centre for Social Research (NatCen), 35 Northampton Square, London  
EC1V 0AX

[REDACTED]

[REDACTED]

National Centre for Social Research (NatCen), 35 Northampton Square, London  
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[REDACTED]

[REDACTED]

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[REDACTED]

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[REDACTED]

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[REDACTED]

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Not applicable

**COMMERCIALLY SENSITIVE INFORMATION**

Order Schedule 4 (Order Tender) and Order Schedule 5 (Pricing details)

**SERVICE CREDITS**

Not applicable

**ADDITIONAL INSURANCES**

Not applicable

**GUARANTEE**

There's a guarantee of the Supplier's performance provided for all Order Contracts entered under the DPS Contract.

**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)

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	