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

**Order Form**

ORDER REFERENCE: **[Insert** Buyer’s contract reference number]

THE BUYER: **Department for Education**

BUYER ADDRESS Sanctuary Buildings

Great Smith Street

SW1P 3BT

THE SUPPLIER:  **<redacted>**

SUPPLIER ADDRESS: **<redacted>**, **<redacted>**, **<redacted>**

REGISTRATION NUMBER: **<redacted>**registration number

DUNS NUMBER: **<redacted>**

DPS SUPPLIER REGISTRATION SERVICE ID: **[Insert** if known]

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 18th November 2024. It is issued under the DPS Contract with the reference number RM6126 for the provision of research and insights services.

DPS FILTER CATEGORY(IES):

**Filter selection:** Early years, Primary, Secondary, Further Education, Qualitative

**Filter Reference:** 53927

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

* Joint Schedules for **RM6126 Research & Insights**
  + Joint Schedule 2 (Variation Form)
  + Joint Schedule 3 (Insurance Requirements)
  + Joint Schedule 4 (Commercially Sensitive Information)
  + Joint Schedule 10 (Rectification Plan)
  + Joint Schedule 11 (Processing Data)
* Order Schedules for **RM6126 Research & Insights**
  + Order Schedule 2 (Staff Transfer)
  + Order Schedule 5 (Pricing Details)
  + Order Schedule 7 (Key Supplier Staff)
* Order Schedule 9 (Security)
  + Special Term 3 (DfE Standard Security Terms)
  + Order Schedule 20 (Order Specification)
* CCS Core Terms (DPS version) v1.0.3

1. Joint Schedule 5 (Corporate Social Responsibility) RM6126
2. Order Schedule 4 (Order Tender)

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: Project Outputs

1. Unless otherwise agreed between the Parties, the Deliverables shall be published by the Buyer on its research website. The Buyer shall not use the Supplier’s name in any advertising or public communications unless agreed in writing in advance with the Supplier (such agreement not to be unreasonably withheld or delayed).
2. The Supplier shall ensure that all outputs for publication by the Buyer adhere to the Buyer’s style guide and MS Word template, available to download from: <https://www.gov.uk/government/publications/eoi-guide>.
3. Unless otherwise agreed between the Parties, the Supplier shall supply the Buyer with a draft for comment at least eight weeks before the intended publication date, for interim reports, and eight weeks before the expiry date of the Contract for final reports.

The Supplier shall consider revisions to the drafts with the Buyer in the light of any comments pursuant to clause iii. The Supplier shall provide final, signed off interim reports and other outputs planned within the lifetime of the Contract to the Buyer by no later than four weeks before the intended publication date, and final, signed off Deliverables by no later than the contracted expiry date of the Contract.

1. Until the date of publication, findings from all Contract shall be treated as confidential. The Supplier shall not release findings to the press or disseminate them in any way or at any time prior to publication without approval of the Buyer.
2. Where the Supplier wishes to issue a press notice or other publicity material containing findings from the Contract it may only do so with the prior written agreement of the Buyer and notification of plans, including timing and drafts of planned releases, shall be submitted by the Supplier to the Buyer at least three weeks before the intended date of release and before any agreement is made with press or other external audiences, to allow the Buyer time to review. All press notices released by the Parties shall state the full title of the research report, and include a hyperlink to the Buyer’s research web pages, and any other web pages as relevant, to access the publication/s. This clause applies at all times prior to publication of the final report.
3. Where the Supplier wishes to present findings from the Contract in the public domain, for example at conferences, seminars, or in journal articles, it may only do so with the prior written agreement of the Buyer and the Supplier shall notify the Buyer before any agreement is made with external audiences, to allow the Buyer time to consider the request. The Supplier shall only present findings that are already be in the public domain at the time of presentation, unless otherwise agreed with the Buyer. This clause applies at all times prior to publication of the final report.

Special Term 2: Milestone payment system

As outlined within our ITT and draft contract, the Department will make use of a milestone payment system, meaning that your costs for this project will be paid in instalments, which will the subject the Department's acceptance of milestone completion. Payment will occur upon completion, as decided by the contract manager.

Milestones for payments will align with the deliverables:

9/12/24 - Interim Findings

13/01/25 - First Draft of Full Report

27/01/25 - Completion of Full Report

ORDER START DATE: **[18th Nov 2024**]

ORDER EXPIRY DATE: **[**28th Feb 2025]

ORDER INITIAL PERIOD: **[**3 months]

Optional Extension Period (Subject to approval by the Department)

Call-off extension period 1: (1 month)

EXTENSION 1 EXPIRY DATE: **[March 2025**]

Call-off extension period 2: (1 month)

EXTENSION 2 EXPIRY DATE: **[April 2025**]

Call-off extension period 3: (1 month)

EXTENSION 3 EXPIRY DATE: **[May 2025**]

DELIVERABLES

See details in Order Schedule 20 (Order Specification)

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 £125,000

ORDER CHARGES

See details in Order Schedule 5 (Pricing Details)

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

As outlined within our ITT and draft contract, the Department will make use of a milestone payment system, meaning that your costs for this project will be paid in instalments, subject to the Department’s acceptance of milestone completion. Please refer to Order Schedule 20 (Order Specification) for milestones.

BUYER’S INVOICE ADDRESS:

[accountspayable.OCR@education.gov.uk](mailto:accountspayable.OCR@education.gov.uk)

Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT

(Contract Manager to be copied into all invoices)

BUYER’S AUTHORISED REPRESENTATIVE

Molly Sims

Commercial Practitioner

[Molly.sims@education.gov.uk](mailto:Molly.sims@education.gov.uk)

CONTRACT MANAGER

Alex Smith

[Alex.smith@education.gov.uk](mailto:Alex.smith@education.gov.uk)

SUPPLIER’S AUTHORISED REPRESENTATIVE

**<redacted>**

**<redacted><redacted><redacted>**

SUPPLIER’S CONTRACT MANAGER

**<redacted><redacted><redacted><redacted>**

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter

KEY STAFF

See Order schedule 7.

KEY SUBCONTRACTOR(S)

Not applicable.

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Supplier’s Commercially Sensitive Information, please see Joint Schedule 4 (Commercially Sensitive Information).

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: |  | Date: |  |