

DPS Schedule 6 (Order Form and Order Schedules)

Order Form

ORDER REFERENCE: **C228540**

THE BUYER: **Department of Health and Social Care**

BUYER ADDRESS 39 Victoria Street, London SW1H 0EU

THE SUPPLIER: **RSM UK Consulting LLP**

SUPPLIER ADDRESS: 6th Floor 25 Farringdon Street, London, United Kingdom, EC4A 4AB

REGISTRATION NUMBER: OC397475

DUNS NUMBER: N/A

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-V799TEJ

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 09/01/2024.

It's issued under the DPS Contract with the reference number RM6126 for the provision of Start for Life Good Practice Services.

DPS FILTER CATEGORY(IES):
Research and Insights

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) CCS DPS-**RM6126**
3. DPS Special Terms
4. The following Schedules in equal order of precedence:
 - Joint Schedules for **DPS- RM6126**
 - 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 **C228540**
 - Order Schedule 1 (Transparency Reports)
 - Order Schedule 3 (Continuous Improvement)
 - Order Schedule 5 (Pricing Details)
 - Order Schedule 7 (Key Supplier Staff)
 - Order Schedule 9 (Security)
 - Order Schedule 18 (Background Checks)
 - Order Schedule 20 (Order Specification)
5. CCS Core Terms (DPS version) v1.0.3
6. Joint Schedule 5 (Corporate Social Responsibility) **C228540 order reference.**

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

None

ORDER START DATE: **10/01/2024**

ORDER EXPIRY DATE: **31/03/2024**

ORDER INITIAL PERIOD: 11 weeks approximately.

DELIVERABLES

1. Objectives

DHSC to develop a suite of 10 good practice resources by 31 March 2024 that capture good practice in the delivery of Start for Life services. The objectives for this work are to:

- Support local delivery of the programme by sharing detailed examples of good practice to share learning and strengthen peer-support amongst LAs.
- Identify effective processes and models of service development and delivery to inform our policy and programme development.
- Strengthen the case for future investment through high-quality case studies to demonstrate the impact of delivery of effective Start for Life services for families.

We would also like to understand how DHSC can best support LAs to learn from good practice moving forward, by identifying the key challenges currently facing LAs on the implementation of the Start for Life Vision and the Family Hubs and Start for Life programme and how good practice can be best disseminated in the future.

2. Description of work to be undertaken and outputs

A researcher is required to undertake the following tasks.

Task 1: Case Studies

The researcher will be responsible for developing a suite of 10 resources by 31 March 2024 that capture good practice in the delivery of Start for Life services:

- perinatal mental health support
- parent-infant relationship support
- infant feeding support
- publishing Start for Life offers and establishing parent and carer panels.

We would like the case studies to showcase good practice from LAs receiving funding from the Family Hubs and Start for Life programme and a small number from LAs who are not. Where possible, we would like the case studies to also draw out the following themes:

- Key delivery enablers i.e. integration of services, governance, leadership.
- Colocation and/or joint working between services.
- Destigmatising access to family hubs and Start for Life services, including for fathers and co-parents.
- Increasing engagement and access for parents/carers to Start for Life services, including through virtual support and for those who evidence shows are less likely to access services.
- Workforce and innovative working practice.
- Evaluation and the economic case for investment.
- Data collecting and sharing.

- Integration between family hubs and the wider health system.

We are also interested in exploring a case study on the delivery of maternity services through family hubs and will discuss this possibility with the researcher.

Stage 1: DHSC will identify around 20 LAs we believe may be demonstrating good practice. We are particularly interested in LAs that have undertaken some evaluation activity or have data to demonstrate impact, and therefore have information on the economic case for investment. However we recognise that not all LAs with good practice will be in this space. The researcher will undertake in-depth investigation with each LA to determine those with particularly promising practice.

Stage 2: The researcher will present their recommendations of the 10 most promising examples of good practice. DHSC will consider the findings and agree with the researcher a final list for the creation of case studies.

Stage 3: The researcher will continue to work with the selected LAs to produce 10 case studies. A draft version of each case study will be tested with a selection of LAs and DHSC, with the researcher asked to make any final changes to reflect any feedback from these discussions.

Stage 4: Final versions will be subject to DHSC approval.

The case studies must be accessible, high-quality and relevant to both DHSC Start for Life Unit and all LAs, regardless of their programme status. The style must be easy to read and jargon free, using graphics where appropriate. See Annex A for a breakdown of our minimum expectations of what each case study should contain. Ownership will be transferred to DHSC upon completion.

Task 2: Deep Dive

How DHSC can best support LAs to learn from good practice in the future, by identifying the most significant challenges currently facing LAs on the implementation of the Start for Life Vision and the Start for Life and Family Hubs programme and how good practice can be best disseminated in the future.

The researcher will undertake a deep dive with a range of stakeholders including for example LAs, DHSC Start for Life and DfE officials, service providers and NCFH to explore:

- What are the main implementation and delivery challenges currently facing LAs with respect to Start for Life services?
- What best practice areas/themes relating to the Start for Life Vision would LAs most benefit from?
- What mechanisms for best practice dissemination do LAs prefer?

Findings from the deep dives should be outlined in a report for DHSC. This should include the researcher's recommendations on which themes/areas of best practice DHSC should focus on from 1st April 2024 onwards. It should also set out which

mechanisms of dissemination were most popular with LAs and the stakeholders engaged with. This will support DHSC's strategic planning for best practice activity for the next financial year.

DHSC already has good links with LAs through DHSC Regional Delivery Support Advisors, DfE Regional Delivery Leads and NCFH. We will be able to support the researcher with best points of contacts within LAs to support this work.

3. Delivery programme and milestones

The below is an illustrative delivery plan.

Date (2024)	Milestones/Activity
w/c 8 th January	Inception meeting between researcher and DHSC. DHSC to share list of 20 promising LAs.
w/c 5 th February	Meeting to discuss researcher's recommendations for 10 most promising case studies.
w/c 12 th February	DHSC to confirm final list of 10 case studies with researcher.
w/c 26 th February	First draft of case studies shared with DHSC for views.
w/c 4 th March	Case studies tested with a group of LAs.
w/c 11 th March	Second draft of case studies and deep dive report shared with DHSC for views.
w/c 25 th March	Final draft of outputs shared with DHSC.
31 st March	Project completion.

The researcher will be required to undertake the additional tasks:

- Set out and agree a more detailed project plan (overall content to be agreed with DHSC Good Practice Leads) based upon the requirements of this specification.
- Attendance at weekly progress meetings

Clarifications on order form between RSM UK Consulting LLP and DHSC:

RSM UK Consulting LLP: The limitation of [REDACTED] for data protection breaches is very high given the level of fees. We appreciate the Framework had to consider all project sizes, and the CCS has confirmed to us (DPS clarification question 49) that for orders under this DPS it is possible to agree a lower limitation level. Could this be reduced to a more proportionate [REDACTED] for this project?

DHSC response: This is fine.

RSM UK Consulting LLP: Given the nature of the work, we expect that Schedule 9

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

(Security) only requires the Short Form Security Requirements only, as is standard for this type of work, and would appreciate it if this could be made clear in the Order Form. Please note that we have comprehensive firmwide IT data security plans and can provide a summary if helpful, which hopefully satisfies the requirements for information under that Schedule. Such plans will not mention specific clients or be tailored to a specific matter, but will cover the work we do for you. Our IT faculty is accredited to ISO27001 and we are assessed every six months to ensure compliance by independent BSI affiliated assessors. We are also accredited under Cyber Essentials Plus for which we are assessed annually. We are happy to discuss what would be helpful for you in practice at a project initiation meeting.

DHSC response: Short form security form is fine and acceptable.

RSM UK Consulting LLP: On Joint Schedule 11, we act as a matter of law (not by choice) as an independent data controller in providing these services. We will exercise our professional expertise and will determine the purpose for and means by which the personal data provided to us is processed. (This is acknowledged in clause 28 – a situation “where the Supplier is required to exercise its regulatory and/or legal obligations in respect of Personal Data”.) Please could you confirm that the section entitled “Independent Controllers of Personal Data” will apply?

DHSC response: Confirmed.

RSM UK Consulting LLP: In line with your own GDPR obligations, we also expect that you will work with us to minimise the amount of personal data we receive, even if that involves work on your behalf to (for example) anonymise data before transmission.

DHSC response: Yes, confirmed.

RSM UK Consulting LLP: In relation to Core Term 3.1.2, please note that professional advice as a practical matter can only be warranted accurate as at the date of the report. We cannot predict (for example) legal changes that happen after this date. Please could you confirm your acknowledgment of this.

DHSC response: Confirmed

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

██████████.

ORDER CHARGES

Option A: Charges for the Deliverables

Crown Copyright 2021

All changes to the Charges must use procedures that are equivalent to those in Paragraphs 4, 5 and 6 (if used) in DPS Schedule 3 (DPS Pricing)

Outcomes Sum	Fixed Price (£)
Task 1	
Task 2	
Final Report	
Tender Sum Total	

Personnel and Activity Tab					
Personnel Name	Grade	Rate (£ per day)	Days (Number)	Activity (Task)	Total
Personnel A	Grade 1	£100	5	Task 1	£500
Personnel B	Grade 2	£80	4	Task 2	£320
Personnel C	Grade 3	£60	3	Task 3	£180
Personnel D	Grade 4	£40	2	Task 4	£80
Personnel E	Grade 5	£20	1	Task 5	£20
Personnel F	Grade 6	£10	1	Task 6	£10
Personnel G	Grade 7	£5	1	Task 7	£5
Personnel H	Grade 8	£3	1	Task 8	£3
Personnel I	Grade 9	£2	1	Task 9	£2
Personnel J	Grade 10	£1	1	Task 10	£1
Personnel K	Grade 11	£0.5	1	Task 11	£0.5
Personnel L	Grade 12	£0.2	1	Task 12	£0.2
Personnel M	Grade 13	£0.1	1	Task 13	£0.1
Personnel N	Grade 14	£0.05	1	Task 14	£0.05
Personnel O	Grade 15	£0.02	1	Task 15	£0.02
Personnel P	Grade 16	£0.01	1	Task 16	£0.01
Personnel Q	Grade 17	£0.005	1	Task 17	£0.005
Personnel R	Grade 18	£0.002	1	Task 18	£0.002
Personnel S	Grade 19	£0.001	1	Task 19	£0.001
Personnel T	Grade 20	£0.0005	1	Task 20	£0.0005

Crown Copyright 2021

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

All day rates are as per tender above.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

All invoices must be sent, quoting a valid Purchase Order Number (PO Number) and any other relevant details, to: [REDACTED]

Payment of undisputed invoices will be made within 30 days of receipt of invoice, which must be submitted promptly by the Supplier.

BUYER'S INVOICE ADDRESS:

[REDACTED]
[REDACTED]

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

BUYER'S ENVIRONMENTAL POLICY

Non applicable

BUYER'S SECURITY POLICY

Non applicable

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 week or as advised by DHSC contract manager.

PROGRESS MEETING FREQUENCY

Weekly, or as advised by DHSC contract manager.

KEY STAFF

[REDACTED]

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

As advised by DHSC contract manager on any commercially sensitive information.

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)

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:	10/01/2024	Date:	10/01/2024