

To be sent out in an email

[REDACTED] DfE, Sanctuary
Buildings, Great Smith Street, London
SW1P 3BT



Department
for Education

CFE Research, Phoenix Yard, Upper Brown Street, Leicester,
LE1 5TE

30th July 2018

Dear [REDACTED]

RESEARCH PROJECT: TEACHER MOBILITY IN CHALLENGING AREAS RESEARCH
PROJECT REFERENCE: EOR/SBU/2018/015

Please find attached a Variation of Agreement for this Research Contract.

I would be grateful if you could print off two copies and sign and date both copies for and on behalf of your organisation and return them to me by Wednesday 1st August 2018 at the address below:

DfE, Sanctuary Buildings, Great Smith Street, London SW1P 3BT

One copy of the Variation will be returned to your organisation once it has been signed for and on behalf of the Department.

Yours sincerely

[REDACTED]
[REDACTED]

VARIATION TO THE CONTRACT WITH: CFE**CONTRACT NUMBER: EOR/SBU/2018/015****CONTRACT DATE: 18th June****VARIATION NUMBER: 1****REASON**

To change the timelines to allow fieldwork to take place after the summer break and extend the end date of the contract by one month.

SCHEDULE ONE

The description of activities and their costs have not changed, just the timing.

A revised timeline of outputs are provided below.

Milestone	Payment Amount	Payment Date
Scoping interventions	List of proposed interventions	31 st July 2018
Conducting phase one interviews and focus groups		5 th October 2018
Analysis of interviews and focus groups	Interim output mapping findings to the COM-B model and recommending refinements to the proposed interventions	26 th October 2018
Refine interventions to test and agree topic guides for phase two interviews	Agreed list of interventions and topic guides	16 th November 2018
Conducting 60 depth interviews with teachers, NQTs and head teachers		12 th December 2019
Analysis and reporting	Draft final report	11 th January 2019
Finalising report	Final report	31 st January 2019

SCHEDULE TWO

Milestone	Payment Amount	Payment Date
Scoping, list of proposed interventions, project management, design of draft research materials and mail out of recruitment survey		31 st July 2018
Additional payment for CATI if required		28 th September 2018
Completion of phase one research (20 depth interviews, 6 focus groups); project management; transcriptions; travel costs/refreshments for group participants; interim reporting; design of research materials and recruitment for phase two		30 th November 2018
Completion of 60 depth interviews (phase 2); transcriptions		4 th January 2019

Project management, analysis and reporting		31 st January 2019
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Expenditure for the financial year 2018-2018⁹ shall not exceed £80,000 excluding VAT

Total Project expenditure shall not exceed £80,000 excluding VAT

We agree that all other terms and conditions of the Contract remain unaltered and that no other liabilities, financial or otherwise, shall accrue to the Department because of the above amendment. We confirm acceptance of the Variation of the terms specified above.

As witness the hands of the parties

Authorised to sign for and on behalf of
the Secretary of State for Education

Signature

[Redacted Signature]

Date 6 August 2018

Name in Capitals

[Redacted Name]

Position and Address

DEPUTY DIRECTOR
SANCTUARY BUILDINGS
GT SMITH ST
LONDON
SW1

Authorised to sign for and on behalf of
the Contractor

Signature

[Redacted Signature]

Date 30 / 7 / 2018

Name in Capitals

[Redacted Name]

Position and Address

Managing Director
CFE Research
Phoenix Yard
Upper Brown Street
Leicester
LE1 5TE