

## CHANGE CONTROL NOTE – No 12

**Agreement name & No:** Provision of Reception Baseline Assessment STA 0159 CCN 12

**Originator:** [REDACTED]

**Date of CCN:**

29th January 2024

**CCN Title:**

12: Extension of Reception Baseline Assessment contract to August 2025

### 1. Reason for change:

This variation extends the RBA contract by one year, bringing the contract end to 31<sup>st</sup> August 2025.

STA is working on an in-house digital version of the RBA. The in-house version of the RBA will not be ready for operational delivery in 2024/25, and will be delayed until 2025/26. STA must fulfil the requirements of the government in delivering statutory, primary assessments. RBA was introduced to act as the baseline for the primary progress measure, and this must be delivered in schools in 2024-25. It has been agreed that NFER's contract should be extended for another year to bridge this gap.

Extending this contract is required to ensure a valid assessment is administered in schools in the 2024/25 academic year. This means there is no risk to the primary accountability measure in this year and provides:

- A valid, reliable, fit-for-purpose baseline assessment for schools to administer in the academic year 2024-25.
- Provides STA more time to finalise and assure the in-house version of the RBA, to be ready for end-to-end delivery in schools in 2025-26.
- Achieves best value for money and provides consistency for schools, providing the same process for administering the assessment for another year.

In addition, this CCN increases costs for Live Year 3, to account for costs that were unknown at the time of quotation. This is an increase of £10,537 to cover costs incurred for the dispatch of resource boxes.

**This CCN will increase costs by £2,871,908. This increases the overall cost of the contract from from £14,858,952.85 to £17,730,860.85 exclusive of VAT (exempt).**

## 2. Details of change (including specification where appropriate):

Unless defined in this document capitalised words and expressions shall bear the same meaning as in the Agreement STA 0159, 19 April 2018.

In the event of any conflict or inconsistency between the terms of this document (once it is deemed a Change Control Note) and the terms of the Agreement the terms of this Change Control Note shall prevail.

The Agreement and all obligations contained therein shall continue in full force and effect save as provided for in this Change Control Note STA 0159 CCN 12.

Once this Change Control Note has been signed by both Parties, it shall be deemed a Variation to the contract.

This Change Authorisation Note shall have an effective date of the date this document is signed by the final signatory (the "2024 Effective Date").

The existing terms and conditions remain fit for purpose and will be used as this is an extension of an existing agreement.

## 2. Price (if appropriate) to include cost breakdown and payment schedule:

The pricing methodology set out in the contract will continue, with the following changes to the cost per pupil and estimated numbers. These payments will be split over two financial years, as below:

Data feed for LY4 autumn term 2024/25	<div>██████████ (invoicing to be split between Nov 2024 and Jan 2025 as detailed below)</div> <p>This is an estimate based on 623,700 pupils (i.e. 99% of 630,000) @ approximately ████████ per pupil. This includes all pupils with the status 'assessment complete'; 'delayed complete' and 'disapplied'</p>
Data feed for whole LY4 academic year 2024/25	<div>██████████</div> <p>This is an estimate based on 6,300 pupils (i.e. 1% of 630,000) @ approximately ████████ per pupil. This will be the balance of pupils not counted in Data feed 1.</p>

In addition, ████████ is to be included for the LY3 despatching and delivering resource packs to school for Live Year 3. This is due February 2024. These costs have already been incurred by NFER for Live Year 3. Costs for this activity were excluded in quotations for Live Year 3 due to difficulty in predicting future costs because of rising inflation and fuel costs.

While costs for despatching and delivering resource packs to school for Live Year 4 are unknown, as it depends on quantities ordered by schools, an estimate of the costs has been included in this CCN for Live Year 4. This estimate has been based on previous years' volumes.

<b>3. Implementation timetable:</b>
Contract signature to be obtained by February 2024.
<b>4. Impact of the change on the Services:</b>
As stated in section 2
<b>5. Required changes to the Agreement (Clauses and Schedules):</b>

1. The contract end date will be amended in Schedule 2, Clause 1 (previously amended in CCN 11). The following will be amended from:

“Term” means the period from the Effective Date until 31st August 2024, unless the contract is terminated prior to this date for any reason.

to:

“Term” means the period from the Effective Date until 31st August 2025, unless the contract is terminated prior to this date for any reason.

2. Table 2 within Schedule 3 will be amended to include four additional new rows, 23-26, as below:

	<b>Deliverables</b>	<b>Timing</b>	<b>Payment</b>
23	LY3 resource dispatch	February 2024	██████ for the LY3 dispatch of resource boxes.
24	Data feed set up costs for LY4 autumn term.  (54% of data feed for LY4 autumn term 2024/25 [data feed submission date to STA: 11/12/2024] The autumn term estimate is based on 623,700 pupils (i.e. 99% of 630,000) @ █████ per pupil. This includes all pupils with the status ‘assessment complete’; ‘delayed complete’ and ‘disapplied’ )  As agreed in CCN07 and in line with the approach for Live Year 1-3, the per-pupil price will be re-calculated according to the number of pupils taking the RBA. As such, the figure of █████ is an approximate estimate, but the overall figure given here (██████) will not change.	20 November 2024	██████
25	Remaining data feed costs for LY4 autumn term. (46% of data feed for LY4 feed for LY4 autumn term 2024/25 [data feed submission date to STA: 11/12/2024]. The autumn term estimate is based on 623,700 pupils (i.e. 99% of 630,000) @ █████ per pupil. This includes all pupils	On STA sign off of LY4 autumn term data (deadline 13 January 2025)	██████

	<p>with the status 'assessment complete'; 'delayed complete' and 'disapplied' ).</p> <p>As agreed in CCN07 and in line with the approach for Live Year 1-3, the per-pupil price will be re-calculated according to the number of pupils taking the RBA. As such, the figure of [REDACTED] is an approximate estimate, but the overall figure given here ([REDACTED]) will not change.</p>		
26	<p>Data feed for whole LY4 academic year 2024/25</p> <p>This is an estimate based on 6,300 pupils (i.e. 1% of 630,000) @ [REDACTED] per pupil. This will be the balance of pupils not counted in Data feed 1.</p> <p>As agreed in CCN07 and in line with the approach for Live Year 1-3, the per-pupil price will be re-calculated according to the number of pupils taking the RBA. As such, the figure of [REDACTED] is an approximate estimate, but the overall figure given here ([REDACTED]) will not change.</p>	19 September 2025	[REDACTED]

In previous years the payment date for all autumn term data feed costs has been January. However, there is a large proportion of work that is done prior to the January invoice date. To reflect this and to support NFER's cash flow, an additional payment date in November has been added.

The following key milestones must be completed and evidenced by NFER by 31st October 2024, to enable payment on this date. Otherwise payment for the whole autumn data feed will be 13 January 2025.



Deliverables	Costs incurred for deliverables to November 2024	Evidence required by 31 <sup>st</sup> October
<p>Project Management</p> <ul style="list-style-type: none"> <li>Oversight of the LY4 set-up, including management of project risks (January-August)</li> </ul>	- [REDACTED]	<ul style="list-style-type: none"> <li>NFER risk log to be regularly updated and reviewed in KiTs– NFER to follow previously agreed process, as outlined in Schedule 12 of the contract, where top proximity risks/change in RAG status is flagged to discuss with STA. This should follow the same process as in</li> </ul>





<ul style="list-style-type: none"> <li>- Review of operational communications (January-March)</li> <li>- Delivery of MI (August-October)</li> </ul>		<p>previous years, e.g. most recent KiT progress report.</p> <ul style="list-style-type: none"> <li>- In line with sections 59-64 of the contract, the list of operational comms should be agreed with STA and shared in advance of publication.</li> <li>- In accordance with Schedule 12 of the contract, STA to receive fortnightly MI reports (bi-weekly in main 6 week window) in agreed format (e.g. <a href="#">latest MI report</a>) uploaded to SharePoint by COP each week from the beginning of the assessment window. MI reports discussed in regular KiT meetings.</li> </ul>	
<p>BeP Management and Testing</p> <ul style="list-style-type: none"> <li>- All relevant testings, updates and set-up of the BeP, including cyber insurance. Consistent oversight and maintenance of BeP, including bug fixes. Management of OAT and TAO delivery costs</li> </ul>	<ul style="list-style-type: none"> <li>- [REDACTED]</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of cyber insurance, uploaded to SharePoint.</li> <li>- NFER to detail testing schedule and outputs in KiT reports to STA.</li> <li>- NFER to notify STA of any issues asap, following process as outlined in sections 66-74 of the contract.</li> <li>- The system working well and meeting KPI 2 (Service Availability) as outlined in the contract.</li> </ul>	
<p>School engagement and delivery</p> <ul style="list-style-type: none"> <li>- All relevant agreed comms sent out to schools (May-October) including log-in details</li> <li>- Majority of LY4 resources dispatched (August-October)</li> </ul>	<ul style="list-style-type: none"> <li>- [REDACTED]</li> </ul>	<ul style="list-style-type: none"> <li>- NFER confirmation via KiT report of when comms have gone out to schools.</li> <li>- Schools' engagement is in line with previous years, as in <a href="#">previous MI reports</a>, to be outlined in MI reports.</li> <li>- Resources despatched in timely manner, in line with KPI 5 (Delivery of assessment resources to schools).</li> </ul>	
<p>Data collection, extraction and preparation</p>	<ul style="list-style-type: none"> <li>- [REDACTED]</li> </ul>	<ul style="list-style-type: none"> <li>- Confirmation form text for approval, in line with previous years.</li> </ul>	

<ul style="list-style-type: none"> <li>- Confirmation form build, testing and set-up (February-April)</li> <li>- Confirmation form data collected, extracted and prepared for the BeP logins (May-July)</li> </ul>		<ul style="list-style-type: none"> <li>- Regular updates in KiT report of confirmation form uptake</li> </ul>	
<p>Management and delivery of the Helpline</p> <ul style="list-style-type: none"> <li>- Management of impact (helpline supplier), including training.</li> <li>- Management of escalations during main assessment window (SeptemberOctober)</li> </ul>	<ul style="list-style-type: none"> <li>- [REDACTED]</li> </ul>	<ul style="list-style-type: none"> <li>- Confirmation of any updates to FAQs for helpline for review by STA.</li> <li>- NFER following agreed STA escalations process, as outlined in Section 67 of the contract.</li> </ul>	
<p>Quality Monitors</p> <ul style="list-style-type: none"> <li>- Recruitment complete (April)</li> <li>- Quality Monitors receive their materials (May)</li> <li>- Training to Quality Monitors complete (July)</li> <li>- Quality Monitor visits to 5% of all schools (AugustOctober)</li> </ul>	<ul style="list-style-type: none"> <li>- [REDACTED]</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence that all quality monitors have been recruited in line with guidelines set out in 'Section 4: Characteristics of quality monitors' of the latest agreed version of the <a href="#">QM data for Live phase – proposal</a></li> <li>- STA invited to training sessions, in line with previous years (sessions take place over summer) and training slides shared, <a href="#">as in previous years</a></li> <li>- Review of MI on QM visits, to be assessed in line with previous years, as outlined in <a href="#">previous MI reports</a>.</li> </ul>	

**6. Authorised to sign for and on behalf of the Supplier:**

Signature:	
Name in CAPITALS:	
Position in Organisation:	DIRECTOR OF OPERATIONS
Date:	Feb 15, 2024

**7. Authorised to sign for and on behalf of the Department for Education:**

Signature:	
Name in CAPITALS:	
Position in Organisation:	DEPUTY DIRECTOR - COMMERCIAL
Date:	Feb 15, 2024



