

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **24-25/30**

THE BUYER: **The Department for Education**

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

THE SUPPLIER: **York Consulting LLP**

SUPPLIER ADDRESS: **Smithfield House, 92 North Street, Leeds LS2 7PN**

REGISTRATION NUMBER: **[REDACTED]**

DUNS NUMBER: **[REDACTED]**

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 25th April 2025.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Regional Improvement for Standards & Excellence (RISE) formative process evaluation**

DPS FILTER CATEGORY(IES):
Primary, Secondary, Thematic analysis, Quantitative, Online, Depth interviews, Focus group discussions, Process evaluation, 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**



DPS Joint Schedule 1
- Definitions v1.0.pdf

3. DPS Special Terms

4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 CCS Research & Insights DPS**

- Joint Schedule 1 is covered in '2.' above, and *must* be included]

- Joint Schedule 2 (Variation Form)



DPS Joint Schedule 2
- Variation Form v.1.0

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule 3
- Insurance Requirem

- Joint Schedule 4 (Commercially Sensitive Information)

The suppliers bid is not included due to it being deemed as commercially sensitive – the supplier requested it be not included.

- Joint Schedule 6 (Key Subcontractors)



- Joint Schedule 10 (Rectification Plan)



DPS Joint Schedule
10 - Rectification Plan

- Joint Schedule 11 (Processing Data)



Joint Schedule 20
(Processing Data).dc

- Order Schedules for **24-25/30**

- Order Schedule 2 (Staff Transfer)



DPS Order Schedule
2 - Staff Transfer v1.1

- Order Schedule 3 (Continuous Improvement)



DPS Order Schedule
3 - Continuous Impro

- Order Schedule 4 (Order Tender)



- Order Schedule 5 (Pricing Details)



- Order Schedule 9 (Security)



DPS Order Schedule
9 - Security v1.1.docx

- Order Schedule 20 (Order Specification)



ITT_Attachment 3
Statement of Requir

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



RM6126 DPS Core
Terms v1.0.pdf

6. Joint Schedule 5 (Corporate Social Responsibility)



DPS 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

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

Special Term 2. Project outputs

Special Term 3. Departmental Security Standards for Business Services
and ICT ContractsSpecial Terms -
Research updated Oct**ORDER START DATE: 25 April 2025****ORDER EXPIRY DATE: 30 November 2027****ORDER INITIAL PERIOD: 2 Years, 8 Months****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 2025.

ORDER CHARGES

Milestone	Description	Invoice scheduled for	Cost
Project inception	- Contractor begins development, sampling, recruitment and drafting research tools	April 2025	
Completion of all fieldwork for wave 1 Emerging findings / insight workshops delivered	- All fieldwork complete for initial wave of interviews / focus groups with each of the participant groups (year 1 cohort). - Emerging findings / insight workshops delivered according to agreed Evaluation Framework	October 2025	
First year interim report submitted	Submission of year 1 report	Nov 2025	
Completion of all fieldwork agreed for period Sept 2025-	- All fieldwork complete for second wave of interviews with schools (year 1 cohort); and for	April 2026	

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

<p>March 2026.</p> <p>Project development on track to begin fieldwork with both year 1 and year 2 cohorts of schools</p> <p>Emerging findings / insight workshops delivered</p>	<p>interviews/focus group with other stakeholder groups agreed for the period Sept 2025-Feb 2026.</p> <ul style="list-style-type: none"> - Sampling, recruitment and research tools in development and on-track for year 2 interviews (third wave of interviews with year 1 cohort schools/first wave of interviews with year 2 cohort schools) to begin in April/May 2026. - Emerging findings / insight workshops delivered according to agreed Evaluation Framework 		
<p>Completion of all fieldwork agreed for period April-October 2026.</p>	<ul style="list-style-type: none"> - All fieldwork complete for third and fourth wave of interviews with schools (year 1 and year 2 cohorts); and for interviews/focus group with other stakeholder groups agreed for the period April-October 2026. 	<p>End-October 2026</p>	
<p>Second year interim report submitted</p>	<p>Submission of year 2 report</p>	<p>November 2026</p>	
<p>Completion of all fieldwork agreed for period Nov 2026-April 2027</p> <p>Project development on track to begin final wave of fieldwork with all schools and stakeholder groups.</p> <p>Emerging findings / insight workshops delivered</p>	<ul style="list-style-type: none"> - All fieldwork complete for with stakeholder groups agreed for the period November 2026-April 2027 - Sampling, recruitment and research tools agreed for final round of interviews with schools (year 1 and year 2 cohorts); and remaining interviews/focus for all other stakeholders groups in accordance with the agreed Evaluation Framework. 	<p>April 2027</p>	

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

	- Emerging findings / insight workshops delivered according to agreed Evaluation Framework		
All fieldwork complete	- All fieldwork complete for final wave of interviews with schools (year 1 and year 2 cohorts); and for interviews/focus group with other stakeholder groups agreed for the period May-August 2027.	End August 2027	
Completion and sign off of final report	Final report submitted and signed off by the department	November 2027	
END OF PROJECT		END NOVEMBER 2027	

ORDER CHARGES

Expenditure for the financial year 2025-26 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2026-27 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2027-28 shall not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed **£213,888** exclusive of VAT

REIMBURSABLE EXPENSES**None****PAYMENT METHOD**

Via BACS upon submission of valid invoice

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

BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Piccadilly Gate, Store Street
Manchester M1 2RP

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022, available online at: [Sustainability and climate change strategy - GOV.UK](#)

BUYER'S SECURITY POLICY

Department for Education Personal Information Charter, available online at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter#co>

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Smithfield House, 92 North Street, Leeds LS2 7PN

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Smithfield House, 92 North Street, Leeds LS2 7PN

KEY STAFF

See 'DPS Order Schedule 7'

KEY SUBCONTRACTOR(S)

[REDACTED]

COMMERCIALLY SENSITIVE INFORMATION

See 'DPS Joint Schedule 4'

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:	