

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: **DFERPPU 22-23/025**

THE BUYER: **Department for Education**

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

THE SUPPLIER: IFF Research

SUPPLIER ADDRESS: 5th floor, St Magnus House, 3 Lower Thames Street, London EC3R 6HD

REGISTRATION NUMBER: 00849983

DUNS NUMBER: 211574041

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 27th April 2023.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research and Insights Marketplace DPS** for the provision of **Early Years Initial Teacher Training (EYITT) Evaluation DFE RPPU 22-23/025**.

DPS FILTER CATEGORY(IES):
Early Years, Quantitative, Qualitative, Online

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 and Insights Marketplace DPS**

- Joint Schedule 2 (Variation Form)



Joint Schedule 2 -
Variation form.docx

- Joint Schedule 3 (Insurance Requirements)



DPS Joint Schedule 3
- Insurance Requirem

- Joint Schedule 4 (Commercially Sensitive Information)



Joint Schedule 4 -
Commercially sensitiv

- [Joint Schedule 6 (Key Subcontractors)



DPS Joint Schedule 6
- Key Subcontractors '

- Joint Schedule 10 (Rectification Plan)



Joint Schedule 10 -
Rectification Plan.docx

- Joint Schedule 11 (Processing Data)



Joint Schedule 11 -
Processing data.docx

- Order Schedules for **DFE RPPU 22-23/025.**

- Order Schedule 1 (Transparency Reports)



Order Schedule 1 -
Transparency report.c

- Order Schedule 2 (Staff Transfer)

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021



Order Schedule 2 -
Staff Transfers.docx

-
- Order Schedule 3 (Continuous Improvement)



Order Schedule 3 -
Continuous improven

-
- Order Schedule 4 (Order tender)



Order Schedule 4 -
Order tender.pdf

-
- [Order Schedule 5 (Pricing Details)



Order Schedule 5 -
Pricing details.xlsx

-
- [Order Schedule 7 (Key Supplier Staff)



Order Schedule 7 -
Key Supplier Staff.doc

-
- [Order Schedule 20 (Order Specification)



Order Schedule 20 -
Order specification.dc

-

5. CCS Core Terms (DPS version)



RM6126 DPS Core
Terms v1.0.pdf

6. Joint Schedule 5 (Corporate Social Responsibility) **RM6126 CCS Research & Insights Marketplace DPS**



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

Special Term 2. Project Outputs

Special Term 3. Departmental Security Standards for Business Services
and ICT Contracts

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021



Special Terms.docx

ORDER START DATE: 28th April 2023**ORDER EXPIRY DATE: 31st March 2025****ORDER INITIAL PERIOD: 1 year 11 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 [REDACTED] **excl. VAT**. The Buyer must always provide a figure here]

ORDER CHARGES

Activity	Date	Cost
Start-up/ inception meeting	15 th May 2023	[REDACTED]
Research tool design: ToC development, evaluation framework Stakeholder interview guide Cohort 1 end training survey design Provider liaison Cohort survey 2 design and undertaking	30 th September 2023	[REDACTED]
Cohort 1 follow-up survey Interim findings presentation and report	29 th February 2024	[REDACTED]
Total year 1 costs		[REDACTED]

DPS Schedule 6 (Order Form Template and Order Schedules)

Crown Copyright 2021

Cohort 2 survey design	31 st August 2024	
Secondary data analysis		
Cohort 2 follow-up survey completion	31 st December 2024	
Research tool design – provider, EYITT graduates and manager interviews		
Draft evaluation report	31 st January 2024	
Final evaluation report – produced in line with DfE style guides and accessibility checks	28 th March 2024	
Total year 2 costs		
Total cost (excl. VAT)		£107,219

Expenditure for the financial year 2023-24 shall not exceed [REDACTED] exclusive of VAT.

Expenditure for the financial year 2024-25 shall not exceed [REDACTED] exclusive of VAT.

Total Project expenditure shall not exceed **£107,219** exclusive of VAT.

REIMBURSABLE EXPENSES

None

PAYMENT METHOD

Payment by completion of work against milestones included within the contract. Invoices must include a valid Purchase Order number and be sent via email in pdf format to:

AccountsPayable.OCR@education.gov.uk

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]

Senior Research Officer

[REDACTED]

Department for Education, 2 St Pauls Place, 125 Norfolk Street, Sheffield S1 2FJ

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

BUYER'S ENVIRONMENTAL POLICY

Department for Education Sustainability and Climate Change Strategy, 21 April 2022,
available online at [here](#)

BUYER'S SECURITY POLICY

Department for Education Personal Information Charter available online [here](#)

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

5th floor, St Magnus House, 3 Lower Thames Street, London EC3R 6HD

SUPPLIER'S CONTRACT MANAGER

[REDACTED]
[REDACTED]
[REDACTED]

5th floor, St Magnus House, 3 Lower Thames Street, London EC3R

PROGRESS REPORT FREQUENCY

Monthly – to be submitted first working day of each calendar month

PROGRESS MEETING FREQUENCY

Fortnightly on second Thursday of each week.

KEY STAFF

Name	Role	Organisation	Email
[REDACTED]	Project Manager	IFF	[REDACTED]
[REDACTED]	Project Director	IFF	[REDACTED]
[REDACTED]	Associate Director	IFF	[REDACTED]
[REDACTED]	Qualitative Project Manager	IFF	[REDACTED]
[REDACTED]	DfE Project Manager	DfE	[REDACTED]
[REDACTED]	Principal Research Officer	DfE	[REDACTED]
[REDACTED]	EYITT Policy	DfE	[REDACTED]
[REDACTED]	EYITT Policy	DfE	[REDACTED]

KEY SUBCONTRACTOR(S)

None

E-AUCTIONS

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

See Joint Schedule 4

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)]

For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	