Institute of Teaching - Pricing Schedule

Potential Supplier Name: Complete your organisation details on 'Declaration' tab

IMPORTANT

Fundamental Instructions for completing this pricing schedule:

- Yellow tabs contain input cells
- Yellow cells are input cells
- Pink cells are prompts to provide further information

Further guidance on selecting cost categories and cost types can be found in the sections below.

The content to be completed in each tab is explained in the instructions at the top of each individual tab. Should any assistance be required regarding the completion of the template please contact the Department via Jaggaer.

Cost Categories

The below table sets out an overall breakdown of different cost categories that the Department is seeking to understand to evaluate your bid.

The table is comprehensive, however, we recognise that there may be cost areas that are not captured within this table, therefore we ask that you capture these in the 'Other' cost categories at the end of each Level 1 category where appropriate, or within Level 1 Category Other Costs.

Each Level 1 category needs to be completed unless there are nil costs associated with the relevant category. If there are indeed nil costs associated with the category, this should be confirmed in the comments section at the end of the section rows. For each item given a Level 1 category, it is mandatory that you apply a Level 2 category.

When listing an item, the element of the programme to which it relates needs to be specified as either the delivery of the Science Learning Partnerships, Stimulating Physics Network, bursary scheme or central programme oversight and administration.

Level 1 Category	Level 2 Category	Description
Staff Costs	Direct Staff Costs	Salary costs incurred from Direct Staff. Direct Staff are defined as those directly involved in front-line activities. Examples of this may be recruitment teams. This should include the full cost to the employer, and therefore include both employer NI contributions and any pension costs.
Staff Costs	Indirect Staff Costs	Salary costs incurred from Management Staff. Management Staff are defined as those involved in the Management and indirect activities within the business. Examples of this may be Performance Manager or Supply Chain Manager. This should include the full cost to the employer, and therefore include both employer NI contributions and any pension costs.

Staff Costs	Staff Related Expenses	Staff Related costs incurred. This is defined as any costs incurred from staff, not including salary costs. Examples of this may be staff travel and staff subsistence incurred in delivery of this contract.
Staff Costs	Staff Training	Costs incurred training staff members. This is defined as any training staff require to deliver this contract. Examples of this could be one-off specialist adviser training or on-going training required.
Staff Costs	Staff Recruitment	Costs incurred recruitment staff members. This is defined as any directly attributable cost incurred in recruiting staff members. An example of this could be the cost of facilitating a recruitment event.
Staff Costs	Other Staff Costs	Costs incurred relating to staffing which do not fit into any previous category.
Accommodation Costs	Rent / Lease / Mortgage Payments	Costs incurred in relation to Accommodation. Depending upon the Supplier model this may be Mortgage, Rent or Leased. Please ensure only costs for property directly used in delivery of this contract are included in this cost line. Where this contract is subsidising existing estate this needs to be explicitly stated.
Accommodation Costs	Fit-out Costs	Costs incurred in relation to the purchase of furniture, fixtures and fittings to ensure the Accommodation is fit for contract delivery.
Accommodation Costs	Rates	Costs incurred from rates payable for the Accommodation. Any rates applicable to the Accommodation should be included in this category, which may include business rates, insurance rates and service charges.
Accommodation Costs	Facilities Management Costs	Costs incurred relating to facilities management.
Accommodation Costs	Premises Security Costs	Costs incurred relating to premises security. This should include any accommodation security costs including any security systems and security services required.
Accommodation Costs	Venue Hire Costs	Costs incurred relating to the hire purchase of function rooms or event space from a third party organisation.
Accommodation Costs	Other Accommodation Costs	Costs incurred relating to accommodation which do not fit into any previous category.
Technology Costs	IT Hardware	Costs incurred in relation to IT hardware used for the contract. Please include the full capital cost and no depreciation/amortisation for this category.
Technology Costs	IT Software	Costs incurred in relation to IT software used for the contract. Please include the full capital cost and no depreciation/amortisation for this category.
Technology Costs	IT Maintenance	Costs incurred in relation to maintenance of IT equipment used in this contract.

Technology Costs	IT Security Costs	Costs incurred in relation to security of IT equipment and systems used in this contract.
Technology Costs	Telephony and Communications	Costs incurred to provide telephony and communications for this contract. This category may include the provision of landlines, mobile devices and 3G cards.
Technology Costs	Other IT Costs	Costs incurred relating to ISIT which do not fit into any previous category.
Subcontractor Costs	Subcontractor Costs	All costs incurred paying sub-contractors for contract delivery.
Other Operating Costs	Printing and Stationery	Costs incurred for stationery including costs for office machinery such as printers. This should also include consumable items required such as pens, paper and print cartridges.
Other Operating Costs	Office Equipment	Costs incurred in purchasing any other office equipment used in delivery of the contract.
Other Operating Costs	Postage and Courier	Costs incurred for third party courier services, including any distributions of forms and letters. Costs for any secure postage required for transferring sensitive information should also be included in this category.
Other Operating Costs	Marketing Costs	Costs incurred for Marketing support in delivery of this contract.
Other Operating Costs	Storage Costs	Costs incurred for storage of documentation relating to this contract. Storage costs should only be charged when complying with data protection legislation or DfE regulation.
Other Operating Costs	Other Operating Costs	Costs incurred relating to any other operating costs which do not fit into any previous category.
Consultancy / Professional Service Costs	Legal Fees	Costs incurred for any legal fee in relation to delivering the contract.
Consultancy / Professional Service Costs	Auditing Fees	Costs incurred for any auditing fees in relation to delivering the contract.
Consultancy / Professional Service Costs	Other Professional / Consultancy Services	Costs incurred relating to professional and consultancy services which do not fit into any previous category.
Other Costs	Other Costs	Any other costs incurred relating to contract delivery which do not fit into other categories.

Risk Premium	Risk Premium	Any risk premiums identified with delivering the contract.
Profit/ Operating Surplus	Profit/ Operating Surplus	Any profit or operating surplus being charged for the delivery of the contract.
Corporate Overheads	HR Support	Costs incurred for Human Relations support in delivery of this contract.
Corporate Overheads	Finance Support	Costs incurred for Finance support in delivery of this contract.
Corporate Overheads	Financing Costs	Costs incurred in obtaining finance to deliver this contract.
Corporate Overheads	Other Corporate Overheads	Costs incurred relating to other corporate overheads which do not fit into any previous category.

Fixed / Variable Costs

Cost Type	Treatment
Fixed	Costs incurred for this contract that would remain constant and unaffected with varying output volume of delivery.
Variable	Costs incurred for this contract which vary dependent upon the output volume of delivery.
Semi-Variable	Semi-Variable costs are not listed as a drop down option. Please select the most applicable for the particular cost-line. However, if the secondary cost type has a total value above [redacted] split the cost line into 2 and proportionately value the cost line. Example below.

Section 3 - Technology Costs

Please list each item below - please ensure supporting calculations are included for each line to show how the **annual cost** was calculated	**Sub Section**	**Fixed/ Variable Split**
Telephone Services	3.5 Telephony and Communications	Fixed
Telephone Services	3.5 Telephony and Communications	Variable

Direct / Indirect Costs

Direct	Costs incurred directly for delivery of activity relating to this Framework.
Indirect	Costs incurred through indirect activity such as Overheads.

Pricing Schedule Template

Potential Supplier Name: STEM Learning Limited

IMPORTANT

Instructions:

Potential Suppliers must fill in all Sections and Sub-Sections below where costs are incurred for Years 0 - 1 (AY 21/22 to AY 22/23) of contractual delivery on the behalf of the Potential Supplier.

It is mandatory to fill in the item description, Sub-Section, state whether it is a Fixed or Variable, Direct or Indirect Cost, the calculation cells to show how costs have been calculated and the total cost itself. Descriptions on the Sub-Sections and

Table 1 - FTE Profile Job Title	Sub Section	Fixed/ Variable Split	Direct/ Indirect Costs	Year 0 Apr 22 - Aug 22	Year 1 Sep 22 - Aug 23	Year 2 Sep 23 - Aug 24	Year 3 Sep 24 - Aug 25	Year 4 Sep 25 - Aug 26	Year 5 Sep 26 - Aug 27	Year 6 Sep 27 - Aug 28	Average Annual FTE	Comments
Project Director - SPN	1.1 Direct Staff Costs	Fixed	Direct	0.4	0.4						0.1	
Project Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct	1.0	1.0						0.3	
Project Lead Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct	2.1	2.1						2.1	
School Inclusion Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct	2.7	2.7						2.7	
Head of Marketing, Communications and Membership - SPN	1.1 Direct Staff Costs	Fixed	Direct	0.2	0.2						0.2	
Regional Network Leads - Science Learning Partnerships	1.1 Direct Staff Costs	Fixed	Direct	2.9	2.9						2.9	11 x 0.26 FTE Regional Network Leads
SPN Senior Lead Role	1.1 Direct Staff Costs	Fixed	Direct	1.8	1.8						1.8	9 x 0.2 FTE SPN Leads
Teaching and Learning Lead - SPN (SKPT)	1.1 Direct Staff Costs	Fixed	Direct	0.2	0.2						0.2	
Administrators - SPN	1.1 Direct Staff Costs	Fixed	Direct	1.6	1.6						1.6	2 x 0.8 FTE Administrators
Regional Administration - Science Learning Partnerships	1.2 Indirect Staff Costs	Fixed	Indirect	1.8	1.8						1.8	9 x 0.2 FTE Regional Administrators
Head of teacher support - SPN (SKPT)	1.2 Indirect Staff Costs	Fixed	Indirect	1.0	1.0						1.0	
Programme officer - SPN (SKPT)	1.2 Indirect Staff Costs	Fixed	Indirect	1.0	1.0						1.0	
			Total	17	17	0	0	0	0	0	15.7	

Table 1 - Average Salaries Job Title	Sub Section	Fixed/ Variable Split	Direct/ Indirect Costs	Year 0 Jan 22 - Aug 22	Year 1 Sep 22 - Aug 23	Year 2 Sep 23 - Aug 24	Year 3 Sep 24 - Aug 25	Year 4 Sep 25 - Aug 26	Year 5 Sep 26 - Aug 27	Year 6 Sep 27 - Aug 28	Average	Comments
Project Director - SPN	1.1 Direct Staff Costs	Fixed	Direct	[redacted]	[redacted]						[redacted]	
Project Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct									
Project Lead Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct									
School Inclusion Officer - SPN	1.1 Direct Staff Costs	Fixed	Direct									
Head of Marketing, Communications and Membership - SPN	1.1 Direct Staff Costs	Fixed	Direct									
Regional Network Leads - Science Learning Partnerships	1.1 Direct Staff Costs	Fixed	Direct									
SPN Senior Lead Role	1.1 Direct Staff Costs	Fixed	Direct									
Teaching and Learning Lead - SPN (SKPT)	1.1 Direct Staff Costs	Fixed	Direct									
SPN Administration	1.1 Direct Staff Costs	Fixed	Direct									
Regional Administration - Science Learning Partnerships	1.2 Indirect Staff Costs	Fixed	Indirect									
Head of teacher support - SPN (SKPT)	1.2 Indirect Staff Costs	Fixed	Indirect									
Programme officer - SPN (SKPT)	1.2 Indirect Staff Costs	Fixed	Indirect									