

# DPS Schedule 6 (Order Form Template and Order Schedules)

## Order Form

ORDER REFERENCE: DFE RPPU 23-24/001

THE BUYER: **Department for Education**

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

THE SUPPLIER: The National Centre for Social Research (NatCen)

SUPPLIER ADDRESS: 35 Northampton Square, LONDON, EC1V 0AX, United Kingdom

REGISTRATION NUMBER: 04392418

DUNS NUMBER: 42-404-7426

DPS SUPPLIER REGISTRATION SERVICE ID: 4392418

### APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 28<sup>th</sup> September 2023.

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of the **Evaluation of the behaviour hubs programme**.

### DPS FILTER CATEGORY(IES):

Primary, Secondary, Multivariate analysis, Mixed method (qualitative & quantitative, Experimental/quasi-experimental impact evaluation, Theory-based impact evaluation (incl. Theories of Change (ToC and logic modelling, Realist Evaluation, Process Evaluation, School-age children/young people

## 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**

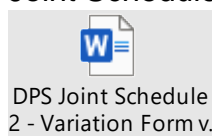


3. DPS Special Terms

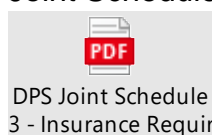
4. The following Schedules in equal order of precedence:

- Joint Schedules for **RM6126 CCS Research and Insights Marketplace DPS**

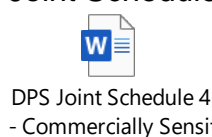
- Joint Schedule 2 (Variation Form)



- Joint Schedule 3 (Insurance Requirements)



- Joint Schedule 4 (Commercially Sensitive Information)



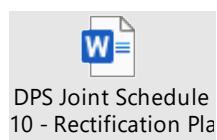
- Joint Schedule 5 Corporate Social Responsibility



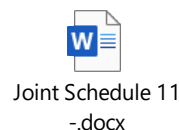
- [Joint Schedule 6 (Key Subcontractors)



- Joint Schedule 10 (Rectification Plan)



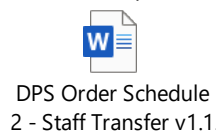
- Joint Schedule 11 (Processing Data)



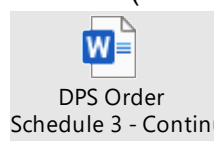
- Order Schedules for **DFE RPPU 23-24/001**
  - Order Schedule 1 (Transparency Reports)



- Order Schedule 2 (Staff Transfer)



- Order Schedule 3 (Continuous Improvement)



- Order Schedule 4 (Order Tender)



- Order Schedule 5 (Pricing Details)



- Order Schedule 7 (Key Supplier Staff)



## DPS Schedule 6 (Order Form Template and Order Schedules)

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- Order Schedule 15 Project Management



DPS Order  
Schedule 15 - Order

- Order Schedule 20 (Order Specification)



Order Schedule 20 -  
Statement of require

### 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

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



Special Terms -  
Research updated S

ORDER START DATE:

**28<sup>th</sup> September 2023**

ORDER EXPIRY DATE:

**31st JULY 2025, with a break clause on  
31st MAY 2024 (on completion of strand  
A) should the decision not to continue to  
Strand B be made.**

ORDER INITIAL PERIOD:

**1 year and 10 months**

## DELIVERABLES

See details of the work schedule 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] Estimated Charges in the first 12 months of the Contract. The Buyer must always provide a figure here]

Milestone	Description	Invoice scheduled for	Cost
<b>1. Inception, familiarisation, and project set up</b>	<ul style="list-style-type: none"> <li>Inception meeting</li> <li>PID including accessible project summary, workplan and risk register</li> <li>DfE ethics checklist.</li> <li>Receipt of data from previous DfE contract</li> <li>Templates for monthly reports, kit agenda</li> <li>Familiarisation including consultation with policy colleagues and delivery agents</li> </ul>	DECEMBER 2023	[REDACTED]
<b>2. Project Management</b>	<ul style="list-style-type: none"> <li>KITs</li> <li>Monthly progress update</li> <li>Maintain up to date risk register and workplan</li> <li>Admin and communication with DfE, ESG and Behaviour Hubs policy and delivery</li> </ul>	Sept to DECEMBER 2023	[REDACTED]
		Jan to MARCH 2024 Strand A	[REDACTED]
		Strand B	TBC
<b>3. Costed proposals for Strand B</b>	<ul style="list-style-type: none"> <li>Proposal</li> <li>Input to contract variation</li> </ul>	DECEMBER 2023	[REDACTED]

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<b>4. Strand A Analysis</b>	<ul style="list-style-type: none"> <li>• Analysis plans (quant, qual and theory based)</li> <li>• Desk based research and analysis</li> <li>• Quantitative analysis of Strand A data</li> <li>• A short brief with early top-line findings from the survey analysis (Strand A)</li> <li>• Qualitative analysis of Strand A data</li> </ul>	JANUARY 2023	
	<ul style="list-style-type: none"> <li>• Theory based analysis from Strand A data</li> </ul>	FEBRUARY 2024	
<b>5. Strand A DRAFT Reporting</b>	<ul style="list-style-type: none"> <li>• PowerPoint slide deck and presentation to ESG</li> <li>• Report plan</li> <li>• Draft report V1</li> <li>• Data tables</li> </ul>	MARCH 2024	
<b>6. Strand A FINAL reporting</b>	<ul style="list-style-type: none"> <li>• A final integrated written report for Strand A.</li> <li>• Technical annex</li> </ul>	APRIL 2024	
<i>7. Strand B milestones TBC</i>	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	<i>TBC</i>	

**ORDER CHARGES for Strand A only**

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.

If agreed, expenditure for Strand B will be confirmed in a variation by end December 2023

Total Project expenditure shall not exceed **£225,000.00** exclusive of VAT.

The project is split into 2 strands with delivery and completion of strand A independent of strand B. Strand B can be scoped, planned, and agreed prior to completion of Strand A.

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Proposals for strand B will be presented in November 2023, reviewed by DfE and a decision taken whether to move to strand B or not:

- If proposals for Strand B are not supported, there will be a break point in the contract following the completion of Strand A and the contract terminated no later than 31st May 2024.
- If proposals for strand B are supported, a new table of payment milestones and a timeline will be agreed between both parties with a contract variation in writing. If this occurs, Strand B is expected to commence in January 2024 and be completed by 30<sup>th</sup> June 2025.

The Buyer shall pay the Supplier the sum of [REDACTED] (exc VAT) for the delivery of services relating to strand A only, payable in accordance with the payment milestones set out above.

The Buyer will agree with the Supplier the sum for the delivery of services relating to strand B and this be included in a contract variation to be issued before delivery commences.

The total cost for Strand A and B must not exceed £225,000 exclusive of VAT. For the avoidance of doubt, the Contract Charges shall be inclusive of all third-party costs.

### REIMBURSABLE EXPENSES

None

### PAYMENT METHOD

Via Purchase Order, which will be set up once the order form is signed.

### 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](mailto:AccountsPayable.OCR@education.gov.uk)

### BUYER'S AUTHORISED REPRESENTATIVE

[REDACTED]

Senior Research Officer

[REDACTED]

### 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] Centre for Evaluation, NatCen  
[REDACTED]

**SUPPLIER'S CONTRACT MANAGER**

[REDACTED]  
Research Director, Centre for Evaluation, NatCen  
[REDACTED]

**PROGRESS REPORT FREQUENCY**

On the first Working Day of each calendar month

**PROGRESS MEETING FREQUENCY**

Quarterly on the first Working Day of each quarter

**KEY STAFF**

<b>Name</b>	<b>Role</b>	<b>Organisation</b>	<b>Email</b>
[REDACTED]	Co-director NatCen	NatCen	[REDACTED]
[REDACTED]	Deputy Director NatCen	NatCen	[REDACTED]
[REDACTED]	Research Director / Overall Project Lead	NatCen	[REDACTED]
[REDACTED]	Research Director / Qualitative Analysis Lead	NatCen	[REDACTED]
[REDACTED]	Research Director / Quantitative Analysis QA	NatCen	[REDACTED]
[REDACTED]	Senior Researcher / Quantitative Analysis Lead	NatCen	[REDACTED]



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	Senior Researcher / Qualitative Analysis	NatCen	
	Researcher / Theory-Based Evaluation and QCA support	NatCen	
	Researcher / Qualitative Analysis support	NatCen	
	Researcher / Quantitative Analysis support	NatCen	
	Senior Research Officer, BEA research team	DfE	
	Team Leader BEA Research Team	DfE	
	Unit Lead for SBAEA	DfE	
	DD for Families Analysis and SRO	DfE	
	Deputy Director (jobshare) for Behaviour, Exclusions and School Food		
	Head of the Behaviour Unit	DfE	
	Team Lead, Behaviour hubs team	DfE	

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	Behaviour hubs team	DfE	
	Behaviour hubs team	DfE	

**KEY SUBCONTRACTOR(S)**

N/A

**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)]

<b>For and on behalf of the Supplier:</b>		<b>For and on behalf of the Buyer:</b>	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	