

DPS Schedule 6 (Order Form Template and Order Schedules)

Order Form

ORDER REFERENCE: DFE/RPPU 22-23/001

THE BUYER: Department for Education

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

THE SUPPLIER: IES Research

SUPPLIER ADDRESS: City Gate, 185 Dyke Road, Brighton, BN3 1TL

REGISTRATION NUMBER: 931547

DUNS NUMBER: 22-527-5759

DPS SUPPLIER REGISTRATION SERVICE ID: SQ-WUCH82V

APPLICABLE DPS CONTRACT

This Order Form is for the provision of the Deliverables and dated 14th April 2023

It's issued under the DPS Contract with the reference number **RM6126 CCS Research & Insights Marketplace DPS** for the provision of **Additional hours in 16-19 evaluation**.

DPS FILTER CATEGORY(IES):

Secondary, Further Education, Impact evaluation, Process evaluation, Feasibility study

DPS Schedule 6 (Order Form Template and Order Schedules)

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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**

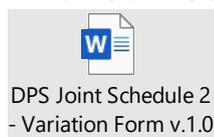


3. DPS Special Terms

4. The following Schedules in equal order of precedence:

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

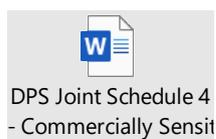
- [Joint Schedule 1 is covered in '2.' above, and *must* be included]
- Joint Schedule 2 (Variation Form)



- Joint Schedule 3 (Insurance Requirements)



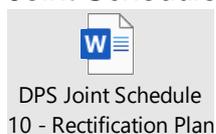
- Joint Schedule 4 (Commercially Sensitive Information)



- Joint Schedule 5 is covered in '6.' Below
- [Joint Schedule 6 (Key Subcontractors)]

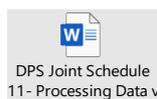


- Joint Schedule 10 (Rectification Plan)

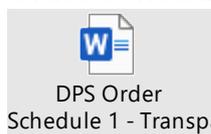


- Joint Schedule 11 (Processing Data)

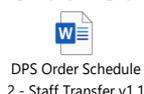
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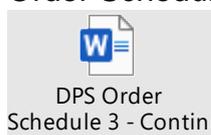
- Order Schedules for DFE/RPPU 22-23/001
 - Order Schedule 1 (Transparency Reports)



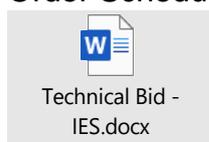
- Order Schedule 2 (Staff Transfer)



- Order Schedule 3 (Continuous Improvement)



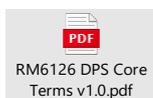
- Order Schedule 4 (Order tender)



- Order Schedule 5 (Pricing details)



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



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



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.

The following Special Terms are incorporated into this Order Contract:

RM6126 - Research & Insights DPS
Project Version: v1.0
Model Version: v1.3

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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



ORDER START DATE: **17th April 2023**

ORDER EXPIRY DATE: **31st March 2024**

ORDER INITIAL PERIOD: **11 months**

DELIVERABLES

See details in Order Schedule 20 (Order Specification)]

Stakeholder	Activity	Outputs for DfE sign-off	Deadline
IES/BMG DfE	Inception	<ul style="list-style-type: none">Data sharing service agreementRevised study planReference group membership and email approach	14/04/2023
IES/BMG Providers Learners	Institution survey	<ul style="list-style-type: none">Draft provider questionnaire & invitation	11/04/2023
		<ul style="list-style-type: none">Final questionnaire & invitation	02/05/2023
	Case study research	<ul style="list-style-type: none">Draft invitation letter with DfE logo	12/05/2023
		<ul style="list-style-type: none">Final invitation letter with DfE logo	05/06/2023
		<ul style="list-style-type: none">Draft topic guides	12/05/2023
		<ul style="list-style-type: none">Final topic guides	05/06/2023
		<ul style="list-style-type: none">Case study sampling criteria	05/06/2023
		<ul style="list-style-type: none">Learner survey- question bank	05/06/2023
IES DfE	Feasibility study/IPE	<ul style="list-style-type: none">Theory of Change	25/05/2023
IES/BMG Providers	Outputs	<ul style="list-style-type: none">Topline survey findings	14/07/2023

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Learners	• Provider webinar slide deck	20/01/2024
	• Draft IPE report	22/12/2023
	• Final IPE report	23/02/2024
	• Technical appendix- survey tables	02/03/2024
	• Draft feasibility report	05/08/2023
	• Final feasibility report	15/09/2023
	• IPE presentation slide deck	15/09/2023

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

██████████

ORDER CHARGES

Total expenditure shall not exceed ██████████ for the implementation and process evaluation, if impact evaluation is to go ahead there shall be a contract variation.

See details in Order Schedule 5 (Pricing Details)

Milestone	Payment	Deadline
<i>Financial year 2022-23</i>		
<i>Financial year 2023-24</i>		
Initial development and planning (Project set up, research tools designed and finalised, plus 50% of account management)	██████████	05/06/2023
Feasibility study stage 1 (ToC, start of feasibility analysis)	██████████	05/06/2023
IPE fieldwork stage 1 (survey & case study fieldwork)	██████████	24/07/2023
Feasibility stage 2 (remaining feasibility analysis and reporting)	██████████	18/09/2023
IPE fieldwork stage 2 (remainder case study fieldwork)	██████████	13/11/2023

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IPE analysis (survey analysis, QCA case study analysis)		13/11/2023
IPE reporting (Headline report, final report, presentation & webinars, plus 50% of account management)		04/03/2024
<i>Financial year 2024-25</i>		
<i>Financial year 2025-26</i>		
		<i>Total:</i>

Expenditure for the financial year 2023-24 shall not exceed **£264,445** exclusive of VAT.

Total Project expenditure shall not exceed **£264,445** exclusive of VAT.

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

BUYER'S AUTHORISED REPRESENTATIVE

Senior Research Officer

Sanctuary Buildings, Great Smith Street, London, SW1P 3BT

BUYER'S ENVIRONMENTAL POLICY

Sustainability & Climate Change Strategy available online at: [Sustainability and climate change strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/sustainability-and-climate-change-strategy-2018-2025.pdf)

BUYER'S SECURITY POLICY

Personal Information Charter available online at: [Personal information charter - Department for Education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/101222/personal-information-charter-2018-2025.pdf)

RM6126 - Research & Insights DPS

Project Version: v1.0

Model Version: v1.3

SUPPLIER'S AUTHORISED REPRESENTATIVE

[REDACTED]
[REDACTED]
[REDACTED]

Institute for employment studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

Senior Research Fellow

[REDACTED]

Institute for employment studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL

PROGRESS REPORT FREQUENCY

Weekly progress updates via email

PROGRESS MEETING FREQUENCY

Weekly catch up calls

KEY STAFF

[REDACTED]

Senior Research Fellow / Research Fellow

[REDACTED]

Institute for employment studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL

KEY SUBCONTRACTOR(S)

BMG Research Ltd

E-AUCTIONS

N/A

COMMERCIALLY SENSITIVE INFORMATION

Not applicable

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE

Not applicable

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:	