

This contract is made on 7th day of November 2018

1 THE SECRETARY OF STATE FOR EDUCATION of Sanctuary Buildings, 20 Great Smith Street, London, SW1P 3BT ("DFE"); and

2 The Education Endowment Foundation ('EEF')- registered in England and Wales under number 07587909 whose registered office is 9th Floor, Millbank Tower, 21-24 Millbank, London SW1P 4QP (the "Contractor")

each a "Party" and together the "Parties".

It is agreed that:

1. this contract, together with the attached schedules and annexes, collectively form the "Contract"; and
2. if there is a conflict between the provisions of the clauses of the Contract and the provisions of the schedules, the following order of precedence shall apply:
 - (a) schedule 2 (Terms and Conditions);
 - (b) schedule 1 (Specification);
 - (c) schedules 3 to 9; and
 - (d) schedule 10 (Contractor's Solution).

The Contract has been executed on the date stated at the beginning of this page.

SIGNED by the CONTRACTOR acting by

Authorised Signatory

In the presence of

ANNE-LAURE BEDOUET

Witness signature

ANBedouet

Occupation

Head of Finance

Address

18 Anley Road, London W140BY

Date

6 November 2018

SIGNED by DFE acting by

Position

Deputy Director, Department for Education

in the presence of

CONSTANCE EMMA BARRETT

Witness signature

ORCMEAT

Occupation

POLICY ADVISER, DEPARTMENT FOR EDUCATION

Address

BANTAM COTTAGE, WEST END LANE, ESSENDON, HATFIELD, HERTS AL96AT

Date

07/11/2018

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Schedule 1

The Specification

1 Introduction/Background

We know that the quality of the home learning environment is vital for raising achievement. Research indicates that the quality of home learning environment has a key role to play in tackling the 'word gap' between disadvantaged children and more affluent children at age five. Evidence from the Study of Early Education and Development (SEED) indicates that aside from maternal education, the home learning environment is the single biggest influence on a child's vocabulary at age three; and that the benefits derived from a good home learning environment and from early education are independent of each other. That means that even children attending early education can get additional benefits from a good home learning environment.¹ What parents and carers do is more important than who they are. However, evidence shows that engagement in certain structured activities aimed at fostering children's cognitive development varies considerably according to families' social background. For example, research indicates that the gap in time spent on key activities such as reading to children that low-education and high-education parents spend with their children has widened to nearly 10 days a year (39 minutes a day) since the 1970s, when there was no appreciable gap.²

While the evidence base for the efficacy of home learning environment support programmes is improving over time, organisations such as the Early Intervention Foundation in its 2016 Foundations For Life Report³ have identified the need for concerted further research in this area to decisively determine 'what works'. Therefore, it makes sense to conduct a series of robust trials of the best and most innovative programmes to establish what programmes offer the best value for money.

As set out in Unlocking Talent, Fulfilling Potential, this is part of a wider strategy to support early language development and close the 'word gap' in the early years. The government has announced that it will use £5 million to trial evidence-based home learning environment support programmes in the north of England⁴, focusing on early language and literacy. This also forms part of the commitments set out in the Northern Powerhouse Strategy, published by the Chancellor of the Exchequer, in November 2016. The Northern Powerhouse Schools strategy was launched at Budget in 2016. The government announced that Sir Nick Weller would produce an independent report examining educational underperformance in the North and committed £70 million to support educational improvement in the region. In the Northern Powerhouse Strategy, the Department for Education committed to working with northern city regions and other areas in the North of England facing the

¹ Meluish E., et al, SEED Impact Study of Early Education Use and Child Outcomes up to Age Three, University of Oxford, 2017 <https://www.gov.uk/government/publications/early-education-use-and-child-outcomes-up-to-age-3>

² Richards, L., et al, The childhood origins of social mobility: inequalities and changing opportunities, Social Mobility Commission, 2016 <https://www.gov.uk/government/publications/the-childhood-origins-of-social-mobility>

³ Assmussen K., et al, Foundations for Life: What works to support parent child interaction in the early years, Early Intervention Foundation, 2016 <http://www.eif.org.uk/publication/foundations-for-life-what-works-to-support-parent-child-interaction-in-the-early-years/>

⁴ In this context the North of England means areas in one of the following three English regions: the North East, North West or Yorkshire and the Humber.

greatest challenges, to explore options for improving the delivery of early years outcomes.⁵ Sir Nick Weller's report recommended that the Department for Education "commission research into the early years gap in the North as well as effective practice in closing it".⁶

We are now inviting tenders from organisations to launch a call for proposals, run, and manage this trial. The successful bidder will need skills and experience in commissioning the delivery and evaluation of randomised control trials and in the use of evidence-based practice within the context of early child development and/or educational attainment.

2 Purpose

The aim of the trial is to identify the most efficient and scalable way to deliver programmes that support the home learning environment in the early years to improve child development outcomes, with a particular but not exclusive focus on early language and literacy, which:

- a) positively impact on disadvantaged children's outcomes by age five in selected areas in the north of England; and
- b) build and strengthen the evidence base for home learning environment support programmes

We want to build the evidence base to identify those home learning environment programmes that are likely to prove the most effective and cost-effective at improving child development outcomes, particularly early language and literacy. This could be through:

1. identifying programmes that already have already been subjected to randomised control trials and subjecting then to further trials to test their effectiveness in a range of circumstances e.g. at greater scale, with different target groups, long-term impact etc;
2. identifying programmes that already have promising evidence from evaluation and/or evidence of significant innovation, and strengthening their evidence base through a randomised control trial; or
3. identifying programmes that have been successfully trialled and implemented abroad and carrying out a randomised control trial of a version that has been adapted for the UK.

Call for proposals

The successful bidder will launch a call for proposals for home learning environment support programmes. The successful bidder will be expected to carry out a programme of work to generate proposals from well-evidenced and/or innovative interventions within the UK; and to pro-actively engage with

⁵ Northern Powerhouse Strategy, HMT, November 2016
<https://www.gov.uk/government/publications/northern-powerhouse-strategy>

⁶ Weller N, A Northern Powerhouse Schools Strategy: An independent review by Sir Nick Weller
<https://www.gov.uk/government/publications/northern-powerhouse-schools-strategy-an-independent-review>

international best practice with a view to generating proposals from providers of home learning environment support programmes from outside the UK; for example, by putting providers of well-evidenced programmes from outside the UK in touch with prospective UK providers. We encourage bidders to use their application to propose their own solutions for how best to launch and manage a call for proposals to attract proposals from a range of credible home learning environment support programmes and generate interest among foreign providers.

Assessing programmes

The successful bidder will be responsible for assessing proposals and shortlisting home learning environment support programmes to take part in trials. Key considerations for the selection of programmes will be value for money and potential scalability. We encourage bidders to use their application to set out the key criteria and methodology they would use to select and estimate the potential effectiveness and cost-effectiveness of programmes that would meet the department's aims. The department will have the final say over the list of programmes to take part in the trial.

Identifying potential trial areas

The successful contractor will be responsible for generating interest from areas in the north of England that have the capacity to take part in the trial. A key consideration for selection of appropriate trial areas will be their capacity to take part in a randomised control trial and act as effective testbeds for the selected programmes. The successful bidder may seek expressions of interest from local areas interested in being involved in the trial alongside a call for proposals or at any other time. However, the total number of trial areas and their location will be decided by the department and will not be finalised until after programmes have been selected.

Commissioning and managing trials

The successful bidder will be responsible for procuring the delivery of randomised control trials of the programmes selected through the call for proposals, including procuring independent evaluators and the day-to-day management of the trial. We encourage bidders to use their application to present the methodology they would use to:

1. Design the randomised control trials;
2. Identify independent evaluators with the appropriate qualifications and experience to evaluate the trials;
3. Cost the delivery and evaluation of the trials;
4. Ensure that successful delivery arrangements are in place between providers of programmes, evaluators and trial areas;
5. Procure suitable contract agreements with providers and evaluators running the trials;
6. Oversee and manage these contracts, including the likely challenges that may present themselves and how they would address these to ensure successful delivery.

Publishing and disseminating results

The successful bidder will also be responsible for overseeing the publication of results and ensuring that these are linked in to existing modes of dissemination, e.g. What Works Centres such as the Early Intervention

Foundation and the Education Endowment Foundation, early years stakeholders and representative bodies, the trade press and so on, in a cost-effective way. We encourage bidders to use their application to present their own methodology and ideas for publishing and disseminating results to ensure that trial findings are widely known and understood by key stakeholders.

Draft Timetable

| | |
|---|--------------------------|
| Call for proposals | May 2018 |
| Trial programmes announced | September 2018 |
| Trial areas and independent evaluators confirmed, families recruited and evaluation structures put in place | October to December 2018 |
| Trials commence | January 2019 |

3 Management Information

The successful tenderer will be asked to provide management information to meet the needs of the Department. The Department's minimum information needs are:

Written reports and meetings on achievement of the key performance indicators set out below will be at a frequency set by the department. For example, monthly reports and meetings are likely to be required in the set up phase but this may move to quarterly once trials are up and running. Measurement periods for KPIs are approximate based on the above draft timetable for the trial set out above. [Measurement periods and service period below have been amended in line with KPI table in schedules 4].

| KPI | Delivery Phase Measurement Period | Performance Measure | Service Period (is set as the delivery phase) | Monitoring method | Performance Objective/ Service Credit applied |
|---|--|---|--|-----------------------------------|--|
| Call for proposals prepared and launched (call for proposals launched prior to contract commencement) | Not applicable | Online launch of call for proposals | Not applicable | Monthly progress reports/meetings | |
| Programme of work to generate high-quality proposals delivered | June – July 2018 | Evidence of engagement with evidence-base and with providers of home learning environment | June – July 2018 | Monthly progress report/meetings | |

| KPI | Delivery Phase Measurement Period | Performance Measure | Service Period (is set as the delivery phase) | Monitoring method | Performance Objective/ Service Credit applied |
|--|--|--|--|---|--|
| | | support programmes | | | |
| Proposals assessed and shortlist of home learning environment support programmes recommended for trial delivered to DfE. | August – December 2018 | Written assessments of proposals Agreed number of viable proposals submitted to DfE | August – December 2018 | Monthly progress report/meetings | |
| Potential trial areas identified and shortlist delivered to DfE | August – July 2019 (as trials recruit) | Shortlist of potential trial areas delivered to DfE | August – July 2019 (as trials recruit) | Monthly progress report/meetings | |
| Sub-contracts with providers of selected home learning environment support programmes procured | October 2018 to January 2019 | Contract variation agreements signed Support programmes announced | October 2018 to January 2019 | Monthly progress reports/meetings | |
| Sub-contracts with independent evaluators procured | October 2018 to January 2019 | Contract variation agreements signed Independent evaluators announced | October 2018 to January 2019 | Monthly progress reports/meetings | |
| Preparatory work for trials and evaluations completed; participants recruited | September 2018 to July 2019 | Randomised control trials designed Evaluation structures in place Trial areas announced Agreed number of families recruited | September 2018 to July 2019 | Monthly progress reports/meetings | |
| Sub-contracts with providers of support programmes and independent evaluators successfully managed | October 2018 to March 2021 | Practitioners trained to deliver selected support programme Pre- and post-intervention surveys carried out | October 2018 to March 2021 | Monthly progress reports/meetings – September to December 2018 Quarterly progress reports/meetings from January 2019 | |

| KPI | Delivery Phase Measurement Period | Performance Measure | Service Period (is set as the delivery phase) | Monitoring method | Performance Objective/ Service Credit applied |
|---|---|--|--|-------------------------------------|--|
| Trials and pilots commence | January 2019 (September 2019 for most trials) | Agreed number of trials successfully underway by January 2019 | January 2019 (September 2019 for most trials) | Quarterly progress reports/meetings | |
| Trials monitored to ensure they stay on track | January 2019 to March 2021 | Contractor to have systems in place to minimise 'drop-out' of trial participants or cancelled trials Contractor to include KPIs in sub-contractors to manage risks of 'drop-out' and cancelled trials | January 2019 to March 2021 | Quarterly progress reports/meetings | |
| Trial evaluation reports delivered | January 2020 to March 2021 | All evaluations complete and signed-off by DfE | January 2020 to March 2021 | Quarterly progress reports/meetings | |
| Results of trials published. | January 2020 to March 2021 | Results published online. | January 2020 to March 2021 | Quarterly progress reports/meetings | |
| Results disseminated to key stakeholders | January 2020 to March 2021 | Agreed dissemination plan delivered. | January 2020 to March 2021 | Quarterly progress reports/meetings | |

Security of Data

Ask the tenderer to submit a security plan that explains how they will ensure that departmental or personal data will be protected.

5 Costs

- 5.1** Please give a detailed breakdown of costs (excluding VAT). A clear cost breakdown will help us to assess the reasonableness of the bid and the value for money. We anticipate that the significant majority of the total cost for this contract will be used to procure and deliver and evaluate the randomised control trials (which will be subject to a separate competitive process). Therefore we expect tenderers to demonstrate how they are keeping their central costs as low as possible to maximise funding for the trials. We would expect your application to set out the following costs by financial year in the format below:

| Milestone Deliverable | 2017-18 | 2018-19 | 2019-20 |
|------------------------------|----------------|----------------|----------------|
| | | | |

| | | | |
|--|--|--|--|
| Launching a call for proposals | | | |
| Programme of work to generate a range of high-quality proposals | | | |
| Assessing proposals and submitting shortlist of programmes to DfE | | | |
| Identifying and shortlisting potential trial and submitting shortlist to DfE | | | |
| Identifying and procuring independent evaluators | | | |
| Procurement and brokering of both delivery and evaluation sub-contractors and/or trial participants, e.g. early years settings, schools or local authorities | | | |
| Contract management oversight | | | |
| Results publication | | | |
| Results dissemination to key stakeholders | | | |

The cost of design, delivery and evaluation of trials will be subject to a further competition (via the call for proposals and processes to procure independent evaluators outlined in this specification) and discussions with the department once home learning environment support programmes have been selected for trial.

5.2 Payments will be made by BACS transfer following receipt of a valid invoice.

5.3 The successful tenderer should provide details of discounts for prompt payment.

5.4 All payments are to be triggered by the Department's acceptance of milestone deliverables. An invoice for each milestone deliverable – which may actually comprise various goods and services - may be submitted after the Department has communicated its acceptance of that milestone deliverable to the successful contractor. The payment profile proposed must be spread over the entire contract term, and be fair and reasonable to both the successful contractor and the Department. No advance payments should be made. We would expect no more than one invoice a month may be submitted. The final invoice, to be submitted after the Department's acceptance of the final milestone deliverable, must be in the region of 10% to 20% of the contract value. The payment profile suggested will be evaluated as part of each bidder's score in Award Criteria 4 Price. As part of any proposed milestone deliverables that the Department itself will not directly examine or test, bidders must state what independent evidence they could provide to the Department to demonstrate that they have discharged their contractual obligations successfully.

6 VAT

6.1 Please state clearly when submitting prices whether or not VAT will be charged.

6.2 Where the contract price agreed between the Department and contractor is inclusive of any VAT, further amounts will not be paid by the Department should a vatable supply claim be made at any later stage.

6.3 Where the overall contract price is exclusive of VAT, the Department will pay any VAT incurred at the prevailing rate (currently 20%). If the VAT rate changes the Department will pay any VAT incurred at the new rate.

6.4 It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

7 Organisational Capability

The Department expects bidders to demonstrate they have capacity to operate a project of this size and deliver the activity in the funding period within the funding provided. Bids will be accepted from both individual organisations and collaborations.

8 Financial information

Organisations will need to submit evidence of their financial standing including details of the proposals and value for money. The Department will require the bidder to submit the last 3 sets of audited accounts where available and financial viability checks will be carried out which will also take into account any further supporting evidence of financial standing.

9 Contract Management

The successful bidder will be responsible for managing contracts with home learning environment support programmes and independent evaluators. The successful bidder will a) through the call for proposals recommend home

learning environment support programmes to trial and b) recommend independent evaluators to evaluate the randomised control trials. If the DfE agrees with these recommendations, it will issue a contract variation to enable the successful bidder to procure the recommended programme or evaluator.

The department's contract with the successful bidder will require them to run competitive processes in order to recommend that it procures good or services (e.g. independent evaluators.) The department will pay for these competitive processes. The successful bidder can recommend sub-contractors from a pre-existing call-off contract without running a new procurement process, provided these sub-contractors were selected through a competitive process.

Schedule 2
Terms and Conditions

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1. DEFINITIONS AND INTERPRETATION

1.1 In the Contract, the following expressions have the following meanings, unless inconsistent with the context:

“Area” means the geographical area within England in respect of which the Contractor is appointed to provide the Services.

“Associated Company” means any company which is, in relation to another company, its holding company or its subsidiary or a subsidiary of its holding company. “Holding company” and “subsidiary” will have the meanings attributed to them in section 736 and 736A of the Companies Act 1985 and section 1159 of the Companies Act 2006.

“Business Days” means Mondays to Fridays (inclusive) in each week, excluding bank and other public holidays in England.

“CCN” means a Change Control Note in the form set out in schedule 6.

“Charges” means the fees subject to clause 8 payable to the Contractor for the provision of the Services calculated in accordance with schedule 3.

“Commercially Sensitive Information” means the information set out in schedule 1 comprising the information of a commercially sensitive nature relating to:

- (a) the Price;
- (b) details of the Contractor's Intellectual Property Rights; and
- (c) the Contractor's business and investment plans

which the Contractor has indicated to DFE that, if disclosed by the Authority, would cause DFE significant commercial disadvantage or material financial loss.

“Confidential Information” means any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) including information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person or trade secrets or Intellectual Property Rights of either Party and all personal data and sensitive personal data within the meaning of the DPA. Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure;
- (b) was in the possession of the receiving Party, without restriction as to its disclosure, before receiving it from the disclosing Party;
- (c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
- (d) is independently developed without access to the Confidential Information.

“Consortium” means an association of 2 or more persons acting together to deliver the Services but excludes Sub-Contractors.

“Consortium Agreement” means, if the Contractor is a Consortium, an agreement:

- (a) signed by all the Consortium Members as at the Effective Date; and
- (b) adhered to by Consortium Members who join the Consortium after the Effective Date by signing a Deed of Adherence

which sets out, amongst other things, how the Consortium Members will work together to deliver the Services.

"Consortium Member" means a member of a Consortium (if any).

"Contractor Equipment" means the Contractor's ICT equipment.

"Contractor's Solution" means the Contractor's proposal submitted in response to the DFE's invitation to tender attached at schedule 10.

"Copyright" means as it is defined in s.1 of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.

"Crown" means the government of the United Kingdom (including the Northern Ireland Executive Committee and Northern Ireland Departments, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government ministers, government departments, government offices and government agencies and **"Crown Body"** is an emanation of the foregoing.

"Database Rights" means as rights in databases are defined in s.3A of Part 1 Chapter 1 of the Copyright, Designs and Patents Act 1988.

"Deed of Adherence" means a deed under which a new Consortium Member shall covenant with the other Consortium Members to adhere to the terms of the Consortium Agreement in either the form set out in schedule 10 or in any other form approved by DFE in writing.

"Default" means breach of the obligations of the relevant Party (including abandonment of the Contract in breach of its terms, repudiatory breach or breach of a fundamental term) or any other default, act, omission, negligence or statement of the relevant Party or the Personnel in connection with the subject-matter of the Contract and in respect of which such Party is liable to the other.

"DFE Premises" means any premises owned by, leased or hired to or otherwise controlled by DFE or which DFE nominates as such by notice in writing to the Contractor.

"DFE Security Standards" means the security standards as set out in schedule 8.

"DFE Trade Marks" means proprietary trade mark rights of DFE including those notified to the Contractor by DFE from time to time.

"Dispute" means any dispute between the Parties in connection with the Contract.

"DOTAS" means the Disclosure of Tax Avoidance Schemes rules which require a promotor of tax schemes to tell HMRC of any specified notifiable arrangements or proposals and to provide prescribed information on those arrangements or proposals within set time limits as contained in Part 7 of the Finance Act 2004 and in secondary legislation made under vires contained in Part 7 of the Finance Act 2004 and as extended to national insurance contributions by the National Insurance (Application of Part 7 of the Finance Act 2004) regulations 2012, SI 2012/1868 made under section 132A of the Social Security Administration Act 1992.

"Data Protection Legislation" means (i) the GDPR, the Law Enforcement Directive (Directive (EU) 2016/680) and any applicable national implementing laws as amended from time to time, (ii) the Data Protection Act 2018 to the extent that it relates to processing of personal data and privacy; and (iii) all applicable law (meaning any law, statute, subordinate legislation within the meaning of section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any Regulatory Body with which the relevant party is bound to comply) about the processing of personal data and privacy.

"DPA" means the Data Protection Act 2018 and any subordinate legislation made under that Act from time to time together with any guidance and/or codes of practice published by the Information Commissioner or relevant government department in relation to such legislation.

“Effective Date” means 7th November 2018.

“EIR” means the Environmental Information Regulations 2004 and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to them.

“Employment Liabilities” means all actions, proceedings, costs (including reasonable legal costs), losses, damages, fines, penalties, compensation, awards, demands, orders, expenses and liabilities connected with or arising from all and any laws including, without limitation, directives, statutes, secondary legislation, orders, codes of practice, contractual obligations and other common law rights whether of the European Union, United Kingdom or any other relevant authority relating to or connected with:

- (a) the employment and dismissal of employees (including their health and safety at work); and
- (b) the engagement, use and termination of individuals other than employees who provide services (including their health and safety at work),

and all wages, holiday pay and employment benefit costs due in respect of (a) or (b) above, including claims for protective awards.

“First Period” means the period from the Effective Date to 31/03/2020.

“FOIA” means the Freedom of Information Act 2000 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to it.

“Force Majeure” means any event or occurrence which is outside the reasonable control of the Party concerned and which is not attributable to any act or failure to take reasonable preventative action by that Party, including fire; flood; violent storm; pestilence; explosion; malicious damage; armed conflict; acts of terrorism; nuclear, biological or chemical warfare; or any other disaster, natural or man-made, but excluding:

- (a) any industrial action occurring within the Contractor's or any of its Sub-Contractor's organisation, or otherwise involving the Personnel; or
- (b) the failure by any Sub-Contractor of the Contractor to perform its obligations under any sub-contract.

“General Anti-Abuse Rule” means:

- (a) the legislation in Part 5 of the Finance Act 2013; and
- (b) any future legislation introduced into parliament to counteract tax advantages arising from abusive arrangements to avoid NICs.

“Good Industry Practice” means the standards, practices, methods and procedures conforming to the law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.

“Halifax Abuse Principle” means the principle explained in the CJEU Case C-255/02 Halifax and others.

“HMRC” means Her Majesty's Revenue and Customs.

“ICT” means information and communications technology.

“Implementation Plan” means the plan and time schedule for the completion of the obligations of the Contractor under the Contract as set out in schedule 5 as the same may be replaced by any subsequent more detailed plan and time schedule as the Parties may agree in writing from time to time.

“Intellectual Property Rights” means patents, inventions, trade-marks, service marks, logos, design rights (whether registrable or otherwise), applications for any of the foregoing, copyright, database rights, domain names, trade and/or business names, rights in confidential information and know how, moral rights and other similar rights or obligations whether registrable or not in any country (including but not limited to the United Kingdom) and the right to sue for passing off.

“IP Materials” means any materials used or developed for the purposes of the Contract including any programme materials, guidance, papers and research data, results, specifications, instructions, toolkits, plans, data, drawings, databases, patents, patterns, models and designs.

“KPIs” means the key performance indicators in relation to the Services set out in schedule 4 which the Contractor shall comply with.

“Key Personnel” means any of the Personnel identified as such in schedule 7 or otherwise identified as such by DFE pursuant to clause 6.

“Key Sub-Contractor” means any Sub-Contractor identified as such in schedule 7 or otherwise identified as such by DFE.

“Material Breach” means a breach (including an anticipatory breach) that is serious in the widest sense of having a serious effect on the benefit which the DFE would otherwise derive from:

- (a) a substantial portion of the Contract; or
- (b) any of the obligations set out in clauses 9, 10, 12, 15, 17 and 33 and in schedule 8.

“NICs” means National Insurance Contributions.

“Occasion of Tax Non-Compliance” means:

- (a) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 which is found on or after 1 April 2013 to be incorrect as a result of:
 - (i) a Relevant Tax Authority successfully challenging the Contractor under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle;
 - (ii) the failure of an avoidance scheme which the Contractor was involved in, and which was, or should have been, notified to the Relevant Tax Authority under the DOTAS or any equivalent or similar regime; and/or
- (b) any tax return of the Contractor submitted to a Relevant Tax Authority on or after 1 October 2012 gives rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Commencement Date or to a civil penalty for fraud or evasion.

“Performance Measures/Standards” means the standards which the Contractor will measured against in respect of the delivery of the Services aligned to defined Key Performance Indicators (KPIs)

“Personnel” means all persons employed by the Contractor to perform its obligations under the Contract together with the Contractor’s servants, agents, suppliers and Sub-Contractors used in the performance of its obligations under the Contract.

“Prohibited Act” means:

- (a) to directly or indirectly offer, promise or give any person working for or engaged by the DFE a financial or other advantage to:
 - (i) induce that person to perform improperly a relevant function or activity; or
 - (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with the Contract;
- (c) an offence:
 - (i) under the Bribery Act 2010 (or any legislation repealed or revoked by such Act;
 - (ii) under legislation or common law concerning fraudulent acts; or
 - (iii) the defrauding, attempting to defraud or conspiring to defraud the DFE;
- (d) any activity, practice or conduct which would constitute one of the offences listed under (c) above if such activity, practice or conduct has been carried out in the UK.

“Quality Standards” means the quality standards published by BSI British Standards, the National Standards Body of the United Kingdom, the International Organisation for Standardization or other reputable or equivalent body, (and their successor bodies) that a skilled and experienced operator in the same type of industry or business sector as the Contractor would reasonably and ordinarily be expected to comply with, and as may be further detailed in the Specification.

“Regulations” means the Public Contract Regulations 2015.

“Regulatory Body” means a government department and regulatory, statutory and other entities, committees, ombudsmen and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in the Contract or any other affairs of the DFE.

“Relevant Conviction” means a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the Services.

“Relevant Requirements” means all applicable Law relating to bribery, corruption and fraud, including the Bribery Act 2010 and any guidance issued by the Secretary of State for Justice pursuant to section 9 of the Bribery Act 2010.

“Relevant Tax Authority” means HMRC or, if applicable, a tax authority in the jurisdiction in which the Contractor is established.

“Replacement Contractor” means any third party supplier appointed by the DFE to supply any services which are substantially similar to any of the Services in substitution for the Contractor following the expiry, termination or partial termination of the Contract.

“Request for Information” means a request for information under the FOIA or the EIR.

“Restricted Country” means:

- a) any country outside the United Kingdom; and
- b) any country not deemed adequate by the European Commission pursuant to Article 25(6) of Directive 95/46/EC

“Returning Employees” means those persons agreed by the Parties to be employed by the Contractor (and/or any Sub-Contractor) wholly or mainly in the supply of the Services immediately before the end of the Term.

“Second Period” means the period from 1 April 2020 to 31 March 2021

“Services” means the services described in the Specification.

“Services Commencement Date” means 7th November 2018.

“Service Credits” means the service credits specified in schedule 4 which shall be payable to the DfE by the Contractor in the event that the Service Levels are not met in respect of Services.

“Service Level” means the levels of Service defined in schedule 4.

“Service Period” means the following:

- (a) the first Service Period of the Contract shall begin on the Services Commencement Date and shall expire at the end of first delivery phase set out in Schedule 4, Table 1; and
- (b) after the first Service Period of the Contract a Service Period shall be the delivery phases set out in Schedule 4, Table 1.

“Service Users” means those receiving the Services.

“Specification” means the description of the Services to be supplied under the Contract set out in schedule 1.

“Staff” means all persons employed by the Contractor to perform its obligations under the Contract together with the Contractor's servants, agents, suppliers and Sub-Contractors used in the performance of its obligations under the Contract.

“Sub-Contract” means a contract between 2 or more suppliers, at any stage of remoteness from DfE in a sub-contracting chain, made wholly or substantially for the purpose of performing (or contributing to the performance of) the whole or any part of the Contract and **“Sub-Contractor”** shall be construed accordingly.

“Term” means the period from the Effective Date until 31 March 2021

“TFEU” means the Treaty on the Functioning of the European Union.

“Treaties” means the TFEU and the Treaty on European Union.

“TUPE” means the Transfer of Undertakings (Protection of Employment) Regulations 2006.

“Variation” means any variation to the Contract requiring a Change Control Note to be completed in accordance with schedule 6.

1.2 The following notes of construction and interpretation apply to the Contract:

- 1.2.1 references to a statute or statutory provision shall, unless the context otherwise requires, include a reference to that statute or statutory provision as from time to time amended, modified, extended, re-enacted or consolidated and all statutory

instruments or orders made pursuant to it whether replaced before or after the date of the Contract which are in force prior to the date of the Contract;

- 1.2.2 the expression "person" means any individual, firm, body corporate, unincorporated association, partnership, government, state or agency of a state or joint venture;
- 1.2.3 the words "include", "includes", "including" and "included" will be construed without limitation unless inconsistent with the context;
- 1.2.4 the masculine includes the feminine and the neuter, and the singular includes the plural and vice versa as the context shall admit or require;
- 1.2.5 any reference in the Contract to a clause or schedule is a reference to a clause or schedule of the Contract and references in any schedule to paragraphs relate to the paragraphs in that schedule;
- 1.2.6 the clause headings are included for convenience only and shall not affect the interpretation of the Contract; and
- 1.2.7 the schedules and appendices form part of the Contract and shall have effect as if set out in full in the body of the Contract and any reference to the Contract includes the schedules.

2. TERM AND FUNDING DURING FIRST PERIOD AND SECOND PERIOD

- 2.1 The Contract commences on the Effective Date for the Term unless terminated earlier in accordance with the provisions of this Contract.
- 2.2 During the First Period, the DFE shall provide the funding as set out in Part 1 of Schedule 3 (Financials);
- 2.3 During the Second Period, the Contractor shall fund the provision of the Services in accordance with Part 2 of Schedule 3 (Financials).

3. THE SERVICES

- 3.1 The Contractor shall provide the Services in the Area in accordance with the Specification and undertake and be responsible for all obligations of the Contractor in respect of the Services.
- 3.2 The DFE may appoint other Contractors for the Services in the Area.
- 3.3 The Contractor shall, in performing its obligations under the Contract:
 - 3.3.1 conform to the requirements of the Specification and the Contractor's Solution or as otherwise agreed in writing between the Parties;
 - 3.3.2 carry out and complete the Services in a proper professional manner (taking account of the standards of a reasonably proficient practitioner) and in conformity with all reasonable directions and requirements of the DFE specified by the DFE from time to time;
 - 3.3.3 comply with Good Industry Practice;
 - 3.3.4 ensure that the Services are provided by competent and appropriately trained personnel;
 - 3.3.5 comply with the Quality Standards and where applicable, shall maintain accreditation with the relevant Quality Standards authorisation body;
 - 3.3.6 comply with the KPIs, Service Levels and Service Credit requirements set out

in schedule 4;

- 3.3.7 comply with the Implementation Plan;
 - 3.3.8 in so far as is reasonably practicable, comply with any policies and procedures adopted by the DFE from time to time within 14 days of the same being brought to the attention of the Contractor by the DFE;
 - 3.3.9 comply with applicable law, any applicable codes of practice or governmental regulation, and monitor compliance with relevant legislation;
 - 3.3.10 comply with all health and safety legislation, adopt and maintain safe operating systems of work and appropriate safety policies in order to protect the health and safety of Personnel, employees of the DFE, the Service Users and all other persons including members of the public; and
 - 3.3.11 comply with all safety, security, acceptable use and other policies of the DFE from time to time notified to it and procure that the Personnel also comply.
- 3.4 The DFE may provide data and materials to the Contractor and access to systems for the purposes of providing the Services that the Contractor may use but only to the extent necessary to enable the Contractor to provide the Services.
- 3.5 All equipment and other property brought onto DFE Premises shall be at the Contractor's own risk and the DFE shall have no liability for any loss of or damage to any such equipment and property unless the Contractor is able to demonstrate that such loss or damage was caused by the negligence of the DFE.
- 3.6 Any land or DFE Premises made available from time to time to the Contractor by the DFE in connection with the Contract shall be made available to the Contractor on a non-exclusive licence basis free of charge and shall be used by the Contractor solely for the purpose of performing its obligations under the Contract. The Contractor shall have the use of such land or DFE Premises as a licensee and shall vacate the same on completion, termination or abandonment of the Contract or the task in respect of which such land or DFE Premises was made available.
- 3.7 The Contract does not create a tenancy of any nature whatsoever in favour of the Contractor or any of the Personnel and no such tenancy has or shall come into being and, notwithstanding any rights granted pursuant to the Contract, the DFE retains the right at any time to use any DFE Premises in any manner.

4. CONSORTIA

- 4.1 If the Contractor is a Consortium it shall comply with the terms of this clause 4.
- 4.2 The Contractor may appoint additional or replacement Consortium Members to assist it in carrying out its obligations under the Contract subject to compliance with clause 4.3.
- 4.3 No new person or entity may become a Consortium Member until:
- 4.3.1 the DFE has given its prior written consent to the new Consortium Member;
 - 4.3.2 the new Consortium Member has signed a Deed of Adherence; and
 - 4.3.3 a copy of the Deed of Adherence has been given to the DFE.
- 4.4 The Contractor shall promptly inform the DFE if and how any Consortium Member breaches the terms of the Consortium Agreement.

5. TRANSFER AND SUB-CONTRACTING

- 5.1 Save as set out in this clause 5 the Contractor may not sub-contract, assign, transfer, charge the benefit and/or delegate the burden of the whole or any part of the Contract (a "Transfer") without the prior written consent of the DFE.
- 5.2 If the DFE consents to a Transfer the Contractor will evidence the Transfer in writing and provide a copy of the Transfer document on request.
- 5.3 The Contractor may award Sub-Contracts with a value per annum not exceeding £10,000 without the DFE's consent.
- 5.4 Where the DFE has consented to a Sub-Contract, copies of each Sub-Contract shall, at the request of the DFE, be sent by the Contractor to the DFE as soon as reasonably practicable.
- 5.5 The Contractor shall not terminate or materially amend the terms of any Sub-Contract without the DFE's prior written consent.
- 5.6 The DFE may require the Contractor to terminate a Sub-Contract if the acts or omissions of the Sub-Contractor have given rise to the DFE's right of termination pursuant to clause 23 unless the Sub-Contractor can remedy the breach to the DFE's satisfaction within 21 days of receipt by the Contractor of written notice from the DFE requiring the Sub-Contract to be terminated.
- 5.7 The Contractor shall remain responsible for all acts and omissions of its Sub-Contractors as if they were its own.
- 5.8 If the DfE believes there are:
- 5.8.1 compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the Contractor shall replace or not appoint the Sub-Contractor; or
- 5.8.2 non-compulsory grounds for excluding a Sub-Contractor pursuant to regulation 57 of the Regulations, the DfE may require the Contractor to replace or not appoint the Sub-Contractor and the Contractor shall comply with such requirement.

6. PERSONNEL

- 6.1 The DFE may refuse admission to DFE Premises and/or direct the Contractor to end the involvement in the Services of any Personnel whom the DFE believes is a security risk.
- 6.2 If the DFE require the removal of any Personnel pursuant to clause 8.1, any Employment Liabilities and any other costs connected with that removal shall be at the Contractor's cost.
- 6.3 The Contractor shall use its reasonable endeavours to ensure continuity of Personnel and to ensure that the turnover rate of Personnel is at least as good as the prevailing industry norm for similar services, locations and environments.
- 6.4 The Contractor shall ensure that no person who discloses a Relevant Conviction or who is found to have any Relevant Convictions (whether as a result of a police check or through the Disclosure and Barring Service Procedures or otherwise), is employed or engaged in providing the Services without the DFE's prior written consent.
- 6.5 For each of the Personnel who, in providing the Services, has, will have or is likely to have access to children, vulnerable persons or other members of the public to whom the DFE owes a special duty of care the Contractor shall (and shall procure that any relevant Sub-Contractor shall) ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service, and the Contractor shall not (and shall ensure that any Sub-Contractor shall not) engage or

continue to employ in the provision of the Services any person who has a Relevant Conviction or what would reasonably be regarded as an inappropriate record.

- 6.6 The Contractor acknowledges that Key Sub-Contractors are essential to the proper provision of the Services. The Parties have agreed to the appointment of Key Sub-Contractors listed in schedule 7 as at the Effective Date.
- 6.7 Key Sub-contractors shall not be released from supplying the Services without the DFE's consent except by reason of long-term sickness, maternity leave, paternity leave or termination of employment or other similar reason.
- 6.8 Any replacements of Key Sub-contractors shall be subject to DFE consent and shall be of at least equal status, experience and skills to Key Sub-contractors being replaced and be suitable for the responsibilities of that person in relation to the Services.
- 6.9 The DFE shall not unreasonably withhold consent under clauses 6.7 or 6.8. Such agreement shall be conditional on appropriate arrangements being made by the Contractor to minimise any adverse effect on Services which could be caused by a change in Key Sub-Contractors.
- 6.10 DFE may require the Contractor to remove any Key Sub-contractor who the DFE considers in any respect unsatisfactory.
- 6.11 The DFE shall not be liable for the cost of replacing any Personnel and the Contractor shall indemnify the DFE against all Employment Liabilities that may arise in this respect.
- 6.12 Except in respect of any transfer of staff under TUPE, for the Term and for 12 months after the Term neither Party shall (except with the prior written consent of the other) solicit the services of any staff of the other Party who have been engaged in providing the Services or the management of the Contract or any significant part thereof either as principal, agent, employee, independent contractor or in any other form of employment or engagement other than by means of an open national advertising campaign and not specifically targeted at staff of the other Party.

7. TUPE

- 7.1 No later than 6 Months prior to the end of the Term the Contractor shall fully and accurately disclose to the DFE, within 30 days of the request, all information that the DFE may reasonably request in relation to the Staff including the following:
 - 7.1.1 the total number of Staff whose employment/engagement shall terminate at the end of the Term;
 - 7.1.2 the age, gender, salary or other remuneration, future pay settlements and redundancy and pensions entitlement of the Staff referred to in clause 7.1.1;
 - 7.1.3 the terms and conditions of employment/engagement of the Staff referred to in clause 7.1.1, their job titles and qualifications;
 - 7.1.4 details of any current disciplinary or grievance proceedings ongoing or circumstances likely to give rise to such proceedings and details of any claims current or threatened; and
 - 7.1.5 details of all collective agreements with a brief summary of the current state of negotiations with any such bodies and with details of any current industrial disputes and claims for recognition by any trade union

(together the **"TUPE Information"**).

- 7.2 At intervals determined by the DFE (which shall not be more frequent than once every

30 days) the Contractor shall give the DFE updated TUPE Information.

- 7.3 Each time the Contractor supplies TUPE Information to the DFE it shall warrant its completeness and accuracy and the DFE may assign the benefit of this warranty to any Replacement Contractor.
- 7.4 The DFE may use TUPE Information for the purposes of any retendering process.
- 7.5 If TUPE applies to the transfer of the Services on termination of the Contract, the Contractor shall indemnify and keep indemnified the DFE, the Crown and any Replacement Contractor against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which they may suffer or incur as a result of or in connection with:
 - 7.5.1 the provision of TUPE Information;
 - 7.5.2 any claim or demand by any Returning Employee (whether in contract, tort, under statute, pursuant to EU law or otherwise) in each case arising directly or indirectly from any act, fault or omission of the Contractor or any Sub-Contractor in respect of any Returning Employee on or before the end of the Term;
 - 7.5.3 any failure by the Contractor or any Sub-Contractor to comply with its obligations under regulations 13 or 14 of TUPE or any award of compensation under regulation 15 of TUPE save where such failure arises from the failure of the DFE or a Replacement Contractor to comply with its duties under regulation 13 of TUPE;
 - 7.5.4 any Court or Employment Tribunal claims (including any individual employee entitlement under or consequent on such a claim) by any trade union or other body or person representing any Returning Employees arising from or connected with any failure by the Contractor or any Sub-Contractor to comply with any legal obligation to such trade union, body or person; and
 - 7.5.5 any claim by any person who is transferred by the Contractor to the DFE and/or a Replacement Contractor whose name is not included in the list of Returning Employees.
- 7.6 If the Contractor becomes aware that TUPE Information it provided has become inaccurate or misleading, it shall promptly notify the DFE and provide the DFE with up to date TUPE Information.
- 7.7 This clause 7 applies during the Term and indefinitely thereafter.
- 7.8 The Contractor undertakes to the DFE that, during the 12 Months prior to the end of the Term the Contractor shall not (and shall procure that any Sub-Contractor shall not) without written approval of DFE (such approval not to be unreasonably withheld or delayed):
 - 7.8.1 amend or vary (or purport to amend or vary) the terms and conditions of employment or engagement (including, for the avoidance of doubt, pay) of any Personnel (other than where such amendment or variation has previously been agreed between the Contractor and the Personnel in the normal course of business and where any such amendment or variation is not in any way related to the transfer of the Services);
 - 7.8.2 terminate or give notice to terminate the employment or engagement of any Personnel (other than in circumstances in which the termination is for reasons of misconduct or lack of capability);
 - 7.8.3 transfer away, remove, reduce or vary the involvement of any other Personnel

from or in the provision of the Services (other than where such transfer or removal: (i) was planned as part of the individual's career development; (ii) takes place in the normal course of business; and (iii) will not have any adverse effect on the delivery of the Services, (provided that any such transfer, removal, reduction or variation is not in any way related to the transfer of the Services); or

- 7.8.4 recruit or bring in any new or additional individuals to provide the Services who were not already involved in providing the Services prior to the relevant period.

8. CHARGES

- 8.1 Except where otherwise expressly stated in the Contract the only payments to be paid by the DFE for the performance by the Contractor of its obligations under the Contract shall be the Charges which shall be inclusive of all costs and expenses incurred by the Contractor in the performance of its obligations.
- 8.2 In consideration for the provision of the Services the DFE shall pay the Charges in accordance with the schedule 3 subject to the receipt of correct invoices pursuant to clause 8.7 being issued by the Contractor.
- 8.3 Except where otherwise expressly stated in schedule 3 the Contractor shall not be entitled to increase the Charges or any rates identified in schedule 3 throughout the Term.
- 8.4 The Charges are exclusive of Value Added Tax (“VAT”) and all other taxes, duties and levies, but shall be inclusive of all charges, costs and expenses of whatever nature the Contractor incurs in providing the Services, and performing all other obligations of the Contractor, under the Contract (unless expressly stated otherwise in the Contract). The Contractor should notify the DFE of any direct VAT charges for the delivery of the Contract. The Contractor shall identify VAT and other applicable taxes, duties and levies separately on invoices, including identifying the elements of the Charges that are subject to VAT at the standard rate or at any other rates and that are zero rated or exempt from VAT.
- 8.5 Payment of the Charges by the DFE shall be without prejudice to any rights the DFE may have by reason of any Services, or any part thereof, failing to comply with any provision of the Contract and any breach by the Contractor of the Contract shall not be deemed to be accepted or waived by the DFE by reason of such payment.
- 8.6 The DFE may deduct from or offset against any monies due or becoming due to the Contractor under the Contract (including the Charges) any monies due from the Contractor under the Contract or otherwise under any other agreement or account whatsoever.
- 8.7 Invoices shall be submitted to Margaret.Leopold@education.gov.uk and/or sent, within 30 days of the end of the relevant invoicing date, to SSCL Accounts Payable Team, Room 6124, Tomlinson House, Norcross, Blackpool, FY5 3TA. An invoice is a “**Valid Invoice**” if it is legible and includes:
- 8.7.1 the date of the invoice;
 - 8.7.2 Contractor's full name and address;
 - 8.7.3 Contract reference number;
 - 8.7.4 the charging period;
 - 8.7.5 a detailed breakdown of the appropriate Charges including deliverables or milestones achieved (if applicable);

- 8.7.6 days and times worked (if applicable);
- 8.7.7 Service Credits (if applicable); and
- 8.7.8 VAT if applicable.
- 8.8 The DFE shall not pay an invoice which is not a Valid Invoice.
- 8.9 The DFE intends to pay Valid Invoices within 10 days of receipt. Valid Invoices not paid within 30 days are subject to interest at the rate of 2% above the base rate from time to time of Barclays Bank. This clause 8.9 is a substantial remedy for late payment of any sum payable under the Contract in accordance with section 8(2) Late Payment of Commercial Debts (Interest) Act 1998.
- 8.10 The DFE shall not be responsible for any delay in payment caused by receipt of invoices which are not Valid Invoices and shall, within 10 Business Days of receipt, return to the Contractor for correction invoices that are not Valid Invoices together with an explanation of the need for correction.
- 8.11 At the end of the Term the Contractor shall promptly draw-up a final invoice which shall cover all Services provided up to the end of the Term which have not already been invoiced to the DFE. The final invoice shall be submitted not later than 30 days after the end of the Term.
- 8.12 The DFE shall not be obliged to pay the final invoice until the Contractor has carried out all of the Service.
- 8.13 The Contractor shall ensure that a term is included in all Sub-Contracts which requires payment to be made of all sums due to Sub-Contractors within 30 days from the receipt of a valid invoice.
- 8.14 If the DFE disputes any amount specified in a Valid Invoice it shall pay such amount of the invoice as is not in dispute and within 10 Business Days notify the Contractor of the reasons for disputing the invoice. The DFE may withhold the disputed amount pending resolution of the dispute.
- 8.15 The Parties shall use all reasonable endeavours to resolve any dispute over invoices within 10 Business Days of the dispute being raised, after which period either Party may refer the matter for resolution in accordance with clause 36.

9. TAX and VAT

- 9.1 Where the Contractor is liable to be taxed in the UK in respect of consideration received under the Contract it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 and all other statutes and regulations relating to income tax in respect of that consideration.
- 9.2 If the Services are liable for VAT the Contractor shall comply with HMRC rules and regulations. The Contractor will be liable for paying to HMRC any identified VAT including those which may fall due.
- 9.3 If the Contractor is liable to NICs in respect of consideration received under the Contract it shall comply with the Social Security Contributions and Benefits Act 1992 and all other statutes and regulations relating to NICs in respect of that consideration.
- 9.4 The DFE may ask the Contractor to provide information which demonstrates how the Contractor complies with clauses 9.1 to 9.3 or why those clauses do not apply to it.
- 9.5 A request under clause 9.4 may specify the information which the Contractor must provide and the period within which that information must be provided.

9.6 The DFE may terminate this Contract if:

9.6.1 in the case of a request mentioned in clause 9.4 the Contractor:

- (i) fails to provide information in response to the request within a reasonable time; or
- (ii) provides information which does not demonstrate either how the Contractor complies with clauses 9.1 to 9.3 or why those clauses do not apply to it;

9.6.2 it receives information which demonstrates that, if clauses 9.1 to 9.3 apply, the Contractor is not complying with those clauses.

9.7 The DFE may supply any information which it receives under clause 9.4 to HMRC.

9.8 The Contractor bears sole responsibility for the payment of tax and national insurance contributions due from it in relation to any payments or arrangements made under the Contract or in relation to any payments made by the Contractor to its officers or employees in connection with the Contract.

9.9 The Contractor will account to the appropriate authorities for any applicable income tax, national insurance, VAT and all other taxes, liabilities, charges and duties relating to any payments made to the Contractor under the Contract or in relation to any payments made by the Contractor to its officers or employees in connection with the Contract. The Contractor shall indemnify DFE against any liability, assessment or claim made by the HMRC or any other relevant authority arising out of the performance by the Contractor of its obligations under the Contract (other than in respect of employer's secondary national insurance contributions) and any costs, expenses, penalty fine or interest incurred or payable by DFE in connection with any such assessment or claim.

9.10 The Contractor authorises the DFE to provide HMRC and all other departments or agencies of the Government with any information which they may request as to fees and/or expenses paid or due to be paid under the Contract whether or not DFE is obliged as a matter of law to comply with such request.

9.11 If, during the Term, an Occasion of Tax Non-Compliance occurs, the Contractor shall:

9.11.1 notify the DFE in writing of such fact within 5 Business Days of its occurrence; and

9.11.2 promptly give the DFE:

- (i) details of the steps it is taking to address the Occasion of Tax Non-Compliance and to prevent the same from recurring, together with any mitigating factors it considers relevant; and
- (ii) such other information in relation to the Occasion of Tax Non-Compliance as the DFE may reasonably require.

10. PREVENTION OF CORRUPTION

10.1 The Contractor represents and warrants that neither it, nor to the best of its knowledge any Personnel, have at any time prior to the Effective Date:

10.1.1 committed a Prohibited Act or been formally notified that it is subject to an investigation or prosecution which relates to an alleged Prohibited Act; or

10.1.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the

grounds of a Prohibited Act.

10.2 The Contractor shall not:

10.2.1 commit a Prohibited Act; or

10.2.2 do or suffer anything to be done which would cause the DFE or any of its employees, consultants, contractors, Sub-Contractors or agents to contravene any of the Relevant Requirements or otherwise incur any liability in relation to the Relevant Requirements.

10.3 The Contractor shall:

10.3.1 and procure that its Sub-Contractors shall, establish, maintain and enforce, policies and procedures which are adequate to ensure compliance with the Relevant Requirements and prevent the occurrence of a Prohibited Act; and

10.3.2 keep appropriate records of its compliance with its obligations under clause 10.3.2 and make such records available to the DFE on request.

10.4 The Contractor shall immediately notify the DFE in writing if it becomes aware of any breach of clauses 10.1 and/or 10.2, or has reason to believe that it has or any of the Personnel have:

10.4.1 been subject to an investigation or prosecution which relates to an alleged Prohibited Act;

10.4.2 been listed by any government department or agency as being debarred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in government procurement programmes or contracts on the grounds of a Prohibited Act; or

10.4.3 received a request or demand for any undue financial or other advantage of any kind in connection with the performance of the Contract or otherwise suspects that any person directly or indirectly connected with the Contract has committed or attempted to commit a Prohibited Act.

10.5 If the Contractor notifies the DFE pursuant to clause 10.4, the Contractor shall respond promptly to the DFE's enquiries, co-operate with any investigation, and allow the DFE to audit any books, records and any other relevant documentation.

10.6 If the Contractor is in Default under clauses 10.1 and/or 10.2, the DFE may by notice:

10.6.1 require the Contractor to remove from performance of the Contract any Staff whose acts or omissions have caused the Default; or

10.6.2 immediately terminate the Contract.

10.7 Any notice served by the DFE under clause 10.6 shall specify the nature of the Prohibited Act, the identity of the party who the DFE believes has committed the Prohibited Act and the action that the DFE has taken (including, where relevant, the date on which the Contract shall terminate).

11. DISCRIMINATION

11.1 The Contractor shall perform its obligations under the Contract in accordance with all applicable equality law.

11.2 The Contractor shall comply with DFE's equality and diversity policy as given to the Contractor from time to time and any other requirements and instructions which the DFE reasonably imposes in connection with any equality obligations imposed on the

DFE at any time under equality law.

- 11.3 The Contractor indemnifies the DFE in full from and against all Employment Liabilities that may arise as a result of any claims brought against the DFE by any of its employees, agents, consultants and contractors ("**DFE Personnel**") and/or any of the Personnel where such claim arises from any act or omission of the Personnel in respect of anti-discrimination legislation. The Contractor will also provide all reasonable cooperation, assistance and information as the DFE may request in connection with any investigation by the DFE into any complaint or other grievance received by it from any of the DFE Personnel or Personnel in respect of anti-discrimination legislation which may have arisen from, or been contributed to by, any act or omission of the Contractor or any Personnel.

12. INTELLECTUAL PROPERTY

- 12.1 All Intellectual Property Rights in materials:

12.1.1 furnished to or made available to the Contractor by or on behalf of the DFE (the "**DFE IP Materials**") shall remain the property of the DFE (save for Copyright and Database Rights which shall remain the property of the Crown); and

12.1.2 prepared by or for the Contractor on behalf of the DFE in connection with the Contract (the "**Service Specific IP Materials**") shall vest in the DFE (save for Copyright and Database Rights which shall vest in the Crown)

(together the "**IP Materials**").

- 12.2 The Contractor shall not, and shall ensure that Personnel shall not, use or disclose IP Materials without the DFE's approval save to the extent necessary for the performance by the Contractor of its obligations under the Contract.
- 12.3 The Contractor hereby assigns to the DFE or undertakes to procure the assignment to the DFE of all Intellectual Property Rights which may subsist in the Service Specific IP Materials (save for Copyright and Database Rights which it hereby assigns to the Crown or undertakes to procure the assignment of to the Crown). These assignments shall be given with full title guarantee, shall take effect on the Effective Date or as a present assignment of future rights that will take effect immediately on the coming into existence of the Intellectual Property Rights in the Service Specific IP Materials and shall include, without limitation, an assignment to the DFE (or the Crown as appropriate) of all rights arising in the United Kingdom and the world together with the right to sue for damages and other remedies for infringement occurring prior to the date of assignment. The Contractor shall execute all documents and do all other acts requested by the DFE and necessary to execute and perfect these assignments and to otherwise evidence the DFE's or the Crown's ownership of such rights.
- 12.4 The Contractor shall waive or procure a waiver on an irrevocable and unconditional basis of any moral rights subsisting in copyright produced by or in connection with the Contract or the performance of the Contract.
- 12.5 The Contractor shall ensure that the third party owner of any Intellectual Property Rights that are or which may be used to perform the Services grants to the DFE a non-exclusive licence or, if itself a licensee of those rights, shall grant to the DFE an authorised sub-licence, to use, reproduce, modify, develop and maintain the Intellectual Property Rights in the same. Such licence or sub-licence shall be non-exclusive, perpetual, royalty-free, worldwide and irrevocable and shall include the right for the DFE to sub-licence, transfer, novate or assign to a Replacement Contractor. The Contractor shall notify the DFE of any third party Intellectual Property Rights to be used in connection with the Contract prior to their use in connection with the Contract or the creation or development of the Service Specific IP Materials.

- 12.6 The Contractor shall not infringe any Intellectual Property Rights of any third party in performing its obligations under the Contract and the Contractor shall indemnify and keep indemnified the DFE and any Replacement Contractor from and against all actions, suits, claims, demands, losses, charges, damages, costs and expenses and other liabilities which the DFE may suffer or incur as a result of or in connection with any breach of this clause 14, except to the extent that any such claim arises from:
- 12.6.1 items or materials supplied by the DFE; or
 - 12.6.2 the use of data supplied by the DFE which is not required to be verified by the Contractor under any provision of the Contract.
- 12.7 The DFE shall notify the Contractor in writing of any claim or demand brought against the DFE for infringement or alleged infringement of any Intellectual Property Right in materials supplied and/or licensed by the Contractor.
- 12.8 The Contractor shall at its own expense conduct all negotiations and any litigation arising in connection with any claim for infringement of Intellectual Property Rights in materials supplied and/or licensed by the Contractor to the DFE, provided always that the Contractor shall:
- 12.8.1 consult the DFE on all substantive issues which arise during the conduct of such litigation and negotiations;
 - 12.8.2 take due and proper account of the interests and concerns of the DFE; and
 - 12.8.3 not settle or compromise any claim without the DFE's prior written consent (not to be unreasonably withheld or delayed).
- 12.9 Notwithstanding clause 12.8. the DFE may take any action it deems appropriate with respect to any such claim and shall have exclusive control of such claim. If the DFE takes action the Contractor shall at the request of the DFE afford to the Contractor all reasonable assistance to the DFE for the purpose of contesting such claim.
- 12.10 The DFE shall at the request of the Contractor afford to the Contractor all reasonable assistance for the purpose of contesting any claim or demand made or action brought against the DFE or the Contractor by a third party for infringement or alleged infringement of any third party Intellectual Property Rights in connection with the performance of the Contractor's obligations under the Contract subject to the Contractor indemnifying the DFE on demand and in full for all reasonable costs and expenses (including, but not limited to, legal costs and disbursements) incurred in doing so.
- 12.11 If a claim, demand or action for infringement or alleged infringement of any Intellectual Property Right is made in connection with the Contract or in the reasonable opinion of the Contractor is likely to be made, the Contractor shall notify the DFE and, at its own expense and subject to the consent of the DFE (not to be unreasonably withheld or delayed), use reasonable endeavours to:
- 12.11.1 modify any or all of the Service Specific IP Materials and, where relevant, the Services without reducing the performance or functionality of the same, or substitute alternative materials or services of equivalent performance and functionality, so as to avoid the infringement or the alleged infringement, provided that the provisions of this clause 12 shall apply mutatis mutandis to such modified materials or services or to the substitute materials or services; or
 - 12.11.2 procure a licence to use and supply the Service Specific IP Materials, other relevant Intellectual Property Rights and Services, which are the subject of the alleged infringement, on terms which are acceptable to the DFE.

- 12.12 If the Contractor is unable to comply with clauses 12.11.1 and 12.11.2 within 20 Business Days of receipt of the Contractor's notification the DFE may terminate the Contract with immediate effect by notice in writing.
- 12.13 The Contractor grants to the DFE and, if requested by DFE, to a Replacement Contractor, a royalty-free, perpetual, irrevocable and non-exclusive licence (with a right to sub-licence) to use any Intellectual Property Rights the Contractor owned or developed prior to the Effective Date or otherwise not in connection with the Contract ("**Contractor IP**") and which the DFE (or a Replacement Contractor) reasonably requires in order to exercise its rights and take the benefit of the Contract including the Services provided and the use and further development of the IP Materials.
- 12.14 The DFE shall comply with the reasonable instructions of the Contractor in respect of the way in which it uses the Contractor IP.
- 12.15 If the Contractor is not able to grant to the DFE a licence to use any Contractor IP for any reason, including due to any Intellectual Property Rights that a third party may have in such Contractor IP, the Contractor shall use its reasonable endeavours to:
- 12.15.1 procure that the third party owner of any Intellectual Property Rights that are or that may be used to perform the Contract grants to the DFE a licence on the terms set out in clause 12.13; or
- 12.15.2 if the Contractor is itself a licensee of those rights and is able to do so under the terms of its licence, grant to the DFE a sub-licence on the terms set out in clause 12.13.
- 12.16 The Contractor shall not knowingly do or permit to be done, or omit to do in connection with its use of Intellectual Property Rights which are or are to be the DFE IP Materials any act or thing which:
- 12.16.1 would or might jeopardise or invalidate any trade mark application or registration comprised within the same or give rise to an application to remove or amend any such application or registration from the register maintained by the relevant trade mark registry; or
- 12.16.2 would or might prejudice the right or title of the DFE to any of the DFE IP Materials.
- 12.17 The Contractor shall comply with the DFE's branding guidelines and shall not use any other branding, including its own, other than as set out in the DFE's branding guidelines or as otherwise agreed with the DFE.
- 12.18 When using DFE Trade Marks the Contractor shall observe all reasonable directions given by the DFE from time to time as to colour and size and the manner and disposition thereof on any materials it provides to persons in connection with the Services. The Contractor may not:
- 12.18.1 adopt or use any trade mark, symbol or device which incorporates or is confusingly similar to, or is a simulation or colourable imitation of, any DFE Trade Mark, or unfairly competes with any DFE Trade Mark; or
- 12.18.2 apply anywhere in the world to register any trade marks identical to or so nearly resembling any DFE Trade Mark as to be likely to deceive or cause confusion.

13. DATA, SYSTEMS HANDLING AND SECURITY

- 13.1 Both parties agree to fully comply with statutory and other constraints on the exchange of information, including the requirements of the Data Protection Legislation, Freedom of Information Act 2000, and the Human Rights Act 1998, and any successor or amended legislation to the same.

- 13.2 Both parties will duly observe all obligations under the Data Protection Legislation and will provide all assistance and cooperation as reasonably requested by the other party for it to comply with its obligations under Data Protection Legislation which arise in connection with the Services.
- 13.3 On request from a party, the other party will provide all such relevant documents and information relating to its data protection policies and procedures as that party may reasonably require.
- 13.4 Both parties acknowledge and agree that this Contract does not require either party to act as a Processor of the other ("Processor" having the meaning given to it in the Data Protection Legislation). In the event that there is any change which requires either party to act as a Processor for the other, or as joint controllers both parties agree, at their own cost, to enter into any necessary data sharing agreement or Data processing agreement.
- 13.5 Both parties agree to take account of any guidance issued by the Information Commissioner's Office. The Department may, on not less than 30 working days' notice to you, amend these Terms and Conditions to ensure that they comply with Data Protection Legislation and any guidance issued by the Information Commissioner's Office. Both parties will, each at their own cost, implement any measures required to comply with requirements or recommendations of guidance issued by the Information Commissioner's Office and with the terms of these Terms and Conditions.

14. PUBLICITY AND PROMOTION

- 14.1 Subject to clause 15.2, without prejudice to the DFE's obligations under the FOIA, the EIR, the Regulations, or any policy requirements as to transparency, neither Party shall make any press announcement or publicise the Contract or any part thereof in any way, except with the written consent of the other Party.
- 14.2 The Contractor shall use reasonable endeavours to ensure its Personnel comply with clause 14.1
- 14.3 Without prejudice to the generality of clauses 12.18 and 14.1, the Contractor shall not itself, and shall procure that Consortium Members shall not, use the DFE's name, brand or DFE Trade Marks or the Personal Data of the DFE to sell, promote, market or publicise the Contractor's other programmes, courses, services or other activities.
- 14.4 Subject to clauses 12 and 15 DFE may disclose, copy and otherwise distribute to the public, including but not limited to, by way of the Open Government Licence, any information arising out of the Services or comprised in any work relating to the Services.

15. CONFIDENTIALITY

- 15.1 Except to the extent set out in this clause 15 or if disclosure or publication is expressly permitted elsewhere in the Contract each Party shall treat all Confidential Information belonging to the other Party as confidential and shall not disclose any Confidential Information belonging to the other Party to any other person without the other Party's consent, except to such persons and to such extent as may be necessary for the performance of the Party's obligations under the Contract.
- 15.2 The Contractor hereby gives its consent for the DFE to publish the whole Contract including from time to time agreed changes to the Contract.
- 15.3 The Contractor may only disclose the DFE's Confidential Information to Personnel who are directly involved in the provision of the Services and who need to know the information, and shall ensure that Personnel are aware of and shall comply with these

obligations as to confidentiality.

- 15.4 The Contractor shall not, and shall procure that Personnel do not, use any of the DFE's Confidential Information received otherwise than for the purposes of the Contract.
- 15.5 Clause 15.1 shall not apply to the extent that:
- 15.5.1 such disclosure is a requirement of law placed upon the Party making the disclosure, including any requirements for disclosure under the FOIA or the EIR;
 - 15.5.2 such information was in the possession of the Party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;
 - 15.5.3 such information was obtained from a third party without obligation of confidentiality;
 - 15.5.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of the Contract; or
 - 15.5.5 it is independently developed without access to the other Party's Confidential Information.
- 15.6 Nothing in clause 15 shall prevent the DFE disclosing any Confidential Information obtained from the Contractor:
- 15.6.1 for the purpose of the examination and certification of the DFE's accounts;
 - 15.6.2 for the purpose of any examination pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which the DFE has used its resources;
 - 15.6.3 to any other crown body and the Contractor hereby acknowledges that all government departments receiving such Confidential Information may further disclose the Confidential Information to other government departments on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any government department; or
 - 15.6.4 to any consultant, contractor or other person engaged by the DFE provided that in disclosing information under clauses 15.8.3 and 15.8.4 the DFE discloses only the information which is necessary for the purpose concerned and requests that the information is treated in confidence and that a confidentiality undertaking is given where appropriate.
- 15.7 Nothing in clauses 15.1 to 15.6 shall prevent either Party from using any techniques, ideas or know-how gained during the performance of its obligations under the Contract in the course of its normal business, to the extent that this does not result in a disclosure of the other Party's Confidential Information or an infringement of the other Party's Intellectual Property Rights.
- 15.8 The DFE shall endeavour to ensure that any government department, employee, third party or sub-contractor to whom the DFE's Confidential Information is disclosed pursuant to clause 15.6 is made aware of the DFE's obligations of confidentiality.
- 15.9 If the Contractor does not comply with clauses 15.1 to 15.5 the DFE may terminate the Contract immediately on notice to the Contractor.

16. FREEDOM OF INFORMATION

- 16.1 The Contractor acknowledges that the DFE is subject to the requirements of the FOIA

and the EIR.

- 16.2 The Contractor shall transfer to the DFE all Requests for Information that it receives as soon as practicable and in any event within 2 Business Days of receipt:

16.2.1 give the DFE a copy of all Information in its possession or control in the form that the DFE requires within 5 Business Days (or such other period as the DFE may specify) of the DFE's request;

16.2.2 provide all necessary assistance as reasonably requested by the DFE to enable the DFE to comply with its obligations under the FOIA and EIR; and

16.2.3 not respond directly to a Request for Information unless authorised to do so in writing by the DFE.

- 16.3 The DFE shall determine in its absolute discretion and notwithstanding any other provision in the Contract or any other agreement whether the Commercially Sensitive Information and any other information is exempt from disclosure in accordance with the provisions of the FOIA and/or the EIR.

17. OFFICIAL SECRETS ACTS AND FINANCE ACT

- 17.1 The Contractor shall comply with the provisions of:

17.1.1 the Official Secrets Acts 1911 to 1989; and

17.1.2 section 182 of the Finance Act 1989.

18. LIABILITY

- 18.1 Neither Party excludes or limits its liability (if any) to the other:

18.1.1 for breach of any obligations arising under section 12 Sale of Goods Act 1979 or section 2 Supply of Goods and Services Act 1982;

18.1.2 for personal injury or death resulting from the its negligence;

18.1.3 under section 2(3) Consumer Protection Act 1987;

18.1.4 any breach of clause 15 or schedule 8;

18.1.5 for its own fraud; or

18.1.6 for any other matter which it would be unlawful for it to exclude or to attempt to exclude its liability.

- 18.2 Subject to clauses 18.1 and 18.3, the Contractor shall indemnify the DFE and keep the DFE indemnified fully against all claims, proceedings, demands, charges, actions, damages, costs, breach of statutory duty, expenses and any other liabilities which may arise out of the supply, or the late or purported supply, of the Services or the performance or non-performance by the Contractor or any Personnel on the Premises, including in respect of death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Contractor, or any other loss which is caused directly by any act or omission of the Contractor.

- 18.3 The Contractor does not exclude or limit its liability (if any) pursuant to any indemnities given by it in clauses 12 (Intellectual Property) and 9 (Tax).

- 18.4 Subject to clauses 18.1, 18.3 and 18.6, neither Party shall have any liability to the other under or in connection with the Contract, whether in contract, tort (including negligence) or otherwise:

- 18.4.1 for any losses of an indirect or consequential nature;
- 18.4.2 for any claims for loss of profits, revenue, business or opportunity (whether direct, indirect or consequential); or
- 18.4.3 to the extent that it is prevented from meeting any obligation under the Contract as a result of any breach or other default by the other Party.
- 18.5 Subject to clauses 18.1 and 18.3, the maximum liability of either Party to the other under the Contract, whether in contract, tort (including negligence) or otherwise:
 - 18.5.1 in respect of damage to property is limited to £5 million in respect of any one incident or series of connected incidents; and
 - 18.5.2 in respect of any claim not covered by clause 18.5.1, is limited in each calendar year in aggregate to 150% of the sum of the Charges payable in that year.
- 18.6 The DFE may recover from the Contractor the following losses incurred by the DFE to the extent they arise as a result of a Default by the Contractor:
 - 18.6.1 any additional operational and/or administrative costs and expenses incurred by the DFE, including costs relating to time spent by or on behalf of the DFE in dealing with the consequences of the default;
 - 18.6.2 any wasted expenditure or charges;
 - 18.6.3 the additional costs of procuring a Replacement Contractor for the remainder of the Contract and or replacement deliverables which shall include any incremental costs associated with the Replacement Contractor and/or replacement deliverables above those which would have been payable under the Contract;
 - 18.6.4 any compensation or interest paid to a third party by the DFE; and
 - 18.6.5 any fine or penalty incurred by the DFE and any costs incurred by the DFE in defending any proceedings which result in such a fine or penalty.
- 18.7 Except as otherwise expressly provided by the Contract, all remedies available to either Party for breach of the Contract are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.
- 18.8 All property of the Contractor whilst on the DFE's premises shall be there at the risk of the Contractor and the DFE shall accept no liability for any loss or damage howsoever occurring to it.
- 18.9 The Contractor shall effect and maintain in force with a reputable insurance company employer's liability and public liability insurances for the sum and range of cover as the DFE deems to be appropriate but not less than £5,000,000 for any one claim, for professional indemnity insurances for the sum and range of cover as the DFE deems to be appropriate but not less than £1,000,000 for any one claim and insurance to cover the liability of the Contractor under the Contract. Such insurances shall be maintained for the Term and for a minimum of 6 years following the end of the Term.
- 18.10 The Contractor shall supply to the DFE on demand copies of the insurance policies maintained under clause 18.9.
- 18.11 The provisions of any insurance or the amount of cover shall not relieve the Contractor of any liabilities under the Contract.

- 18.12 It shall be the responsibility of the Contractor to determine the amount of insurance cover that will be adequate to enable the Contractor to satisfy any liability it has under, or in connection with, the Contract.

19. WARRANTIES AND REPRESENTATIONS

19.1 The Contractor warrants and represents that:

- 19.1.1 it has full capacity and authority and all necessary consents (including where its procedures so require, the consent of its parent company) to enter into and perform its obligations under the Contract and that the Contract is executed by a duly authorised representative of the Contractor;
- 19.1.2 in entering the Contract it has not committed any fraud;
- 19.1.3 as at the Effective Date, all information contained in the Contractor's Solution remains true, accurate and not misleading, save as may have been specifically disclosed in writing to the DFE prior to execution of the Contract;
- 19.1.4 no claim is being asserted and no litigation, arbitration or administrative proceeding is presently in progress or, to the best of its knowledge and belief, pending or threatened against it or any of its assets which will or might, and it is not subject to any contractual obligation, compliance with which is likely to, have a material adverse effect on its ability to perform its obligations under the Contract;
- 19.1.5 it owns, has obtained or is able to obtain valid licences for all Intellectual Property Rights that are necessary for the performance of its obligations under the Contract;
- 19.1.6 the Service Specific IP Materials will be its original work and will not have been copied wholly or substantially from another party's work or materials provided that this clause 19.1.6 shall not apply to any IP Materials used by the Contractor under permission or licence from any other person or entity (including, without limitation, any Sub-Contractor); and
- 19.1.7 the use by the DFE of any Intellectual Property Rights assigned or licensed to it by the Contractor under the Contract will not infringe or conflict with the rights of any third party;
- 19.1.8 in the 3 years (or actual period of existence if the Contractor has been in existence for less time) prior to the Effective Date:
 - (i) it has conducted all financial accounting and reporting activities in compliance in all material respects with the generally accepted accounting principles that apply to it in any country where it files accounts;
 - (ii) it has been in full compliance with all applicable securities and tax laws and regulations in the jurisdiction in which it is established; and
 - (iii) it has not done or omitted to do anything which could have a material adverse effect on its assets, financial condition or position as an ongoing business concern or its ability to fulfil its obligations under the Contract;
- 19.1.9 it has and will continue to hold all necessary regulatory approvals from the Regulatory Bodies necessary to perform its obligations under the Contract; and
- 19.1.10 it has notified the DFE in writing of any Occasions of Tax Non-Compliance or any litigation in which it is involved that is in connection with any Occasion of

20. FORCE MAJEURE

- 20.1 If either Party is prevented or delayed in the performance of any of its obligations under the Contract by Force Majeure, that Party shall immediately serve notice in writing on the other Party specifying the nature and extent of the circumstances giving rise to Force Majeure, and shall subject to service of such notice and to clause 20.3 have no liability in respect of the performance of such of its obligations as are prevented by the Force Majeure events during the continuation of such events, and for such time after they cease as is necessary for that Party, using all reasonable endeavours, to recommence its affected operations in order for it to perform its obligations.
- 20.2 If either Party is prevented from performance of its obligations for a continuous period in excess of 3 months, the other Party may terminate the Contract forthwith on service of written notice upon the Party so prevented, in which case neither Party shall have any liability to the other except that rights and liabilities which accrued prior to such termination shall continue to subsist.
- 20.3 The Party claiming to be prevented or delayed in the performance of any of its obligations under the Contract by reason of Force Majeure shall use reasonable endeavours to end Force Majeure or to find solutions by which the Contract may be performed despite the Force Majeure.

21. MONITORING AND REMEDIATION

- 21.1 The DFE or its authorised representatives may visit on reasonable notice to the Contractor any premises of the Contractor, any Consortium Member or any other premises at which the Services (or any part of them) are being or are to be performed to ascertain that the Contractor is conforming in all respects with its obligations arising under the Contract and otherwise to monitor and quality assure the provision of the Services.
- 21.2 During such visits, the DFE may inspect and take copies of such of the records of the Contractor and any Consortium Member as relate to the performance of their obligations under the Contract.
- 21.3 If the DFE reasonably considers that any provision of the Contract is at risk of not being complied with it may, notwithstanding and without prejudice to any other right or remedy that it may have under the Contract or otherwise:
- 21.3.1 require the Contractor to produce a plan of remedial action in order to remedy or remove such risk, which shall be subject to the approval of the DFE (not to be unreasonably withheld) and which, once approved, the Contractor shall implement; and
- 21.3.2 monitor, supervise, direct and/or guide the Contractor's provision of the Services until the DFE reasonably considers that any such risk has been remedied or removed. The Contractor shall cooperate at all times with the DFE in this regard.
- 21.4 If the Contractor fails to comply with any provision of the Contract or fails to supply any of the Services in accordance with the provisions of the Contract and such failure is capable of remedy, then the DFE may instruct the Contractor to remedy the failure and the Contractor shall at its own cost and expense remedy such failure (and any damage resulting from such failure) within 21 days or such other period of time as the DFE may direct.
- 21.5 The DFE may review from time to time the progress of the Contractor against the Implementation Plan. The Contractor shall cooperate with the DFE in this regard and provide any information and evidence reasonably required by the DFE.

- 21.6 The DFE may instruct the Contractor to take appropriate remedial action where the DFE reasonably considers that the Implementation Plan is not being complied with or is at risk of not being complied with and the Contractor shall take such remedial action.

22. STEP IN RIGHTS

- 22.1 Without prejudice to DFE's rights of termination under clause 23 the DFE may exercise one or more of the rights set out in this clause 22 ("**Step In Rights**") if:

22.1.1 there is a Default by the Contractor which materially prevents or materially delays performance of the Services or any part of the Services;

22.1.2 an event of Force Majeure occurs which materially prevents or materially delays the performance of the Services or any part of the Services;

22.1.3 a Regulatory Body has advised the DFE that exercise by the DFE of its rights under this clause 22 is necessary;

22.1.4 a serious risk exists to the health and safety of persons, property or the environment;

22.1.5 it is necessary to discharge a statutory duty; or

22.1.6 the Contractor becomes insolvent.

- 22.2 If the DFE has a Step In Right it may serve notice on the Supplier (a "**Step-In Notice**") that it will take action under this clause 22 either itself or with the assistance of a third party.

- 22.3 The Step-In Notice shall set out:

22.3.1 the action the DFE wishes to take and in particular the Services that it wishes to control (the "**Required Action**");

22.3.2 the event triggering the Step In Rights and whether the DFE believes that the Required Action is due to the Contractor's Default;

22.3.3 the date on which it wishes to commence the Required Action;

22.3.4 the time period which it believes will be necessary for the Required Action;

22.3.5 whether the DFE will require access to the Contractor's premises; and

22.3.6 to the extent practicable, the effect the DFE anticipates the Required Action will have on the Contractor's obligations to provide the Services during the period that the Required Action is being taken.

- 22.4 Following service of a Step-In Notice, the DFE shall:

22.4.1 take the Required Action set out in the Step-In Notice and any consequential additional action as it reasonably believes is necessary to achieve the Required Action;

22.4.2 keep records of the Required Action taken and provide information about the Required Action to the Contractor;

22.4.3 co-operate wherever reasonable with the Contractor in order to enable the Contractor to continue to provide those Services of which the DFE is not assuming control; and

- 22.4.5 act reasonably in mitigating the cost that the Contractor will incur as a result of the exercise of the Step In Rights.
- 22.5 For as long as and to the extent that the Required Action continues:
- 22.5.1 the Contractor shall not be obliged to provide the Services to the extent that they are the subject of the Required Action; and
- 22.5.2 the DFE shall pay the Contractor the Charges after subtracting any applicable Service Credits and the DFE's costs of taking the Required Action.
- 22.6 If the Contractor demonstrates to the DFE's reasonable satisfaction that the Required Action has resulted in the degradation of any Services not subject to the Required Action beyond that which would have been the case had the DFE not taken the Required Action, the DFE may adjust the Charges.
- 22.7 Before ceasing to exercise its Step In Rights the DFE shall deliver a written notice to the Contractor (a "**Step-Out Notice**"), specifying:
- 22.7.1 the Required Action it has taken; and
- 22.7.2 the date on which the DFE plans to end the Required Action subject to the DFE being satisfied with the Contractor's ability to resume the provision of the Services and the Contractor's plan developed in accordance with clause 22.8.
- 22.8 The Contractor shall, following receipt of a Step-Out Notice and not less than 20 Business Days prior to the date specified in clause 22.7.2, develop for the DFE's approval a draft plan relating to the resumption by the Contractor of the Services, including any action the Contractor proposes to take to ensure that the affected Services satisfy the requirements of the Contract.
- 22.9 If the DFE does not approve the draft plan, it shall inform the Contractor of its reasons for not approving it and the Contractor shall then revise the draft plan taking those reasons into account and shall re-submit the revised plan to the DFE for approval. The DFE shall not withhold or delay its approval of the draft plan unreasonably.
- 22.10 The Contractor shall bear its own costs in connection with any Step-In under this clause 22, provided that the DFE shall reimburse the Contractor's reasonable additional expenses incurred directly as a result of any Step-In action taken by the DFE under clauses 22.1.2 to 22.1.5 (insofar as the primary cause of the DFE serving the Step In Notice is identified as not being the result of a Contractor's Default).

23. TERMINATION

- 23.1 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor where the Contractor is a company and in respect of the Contractor:
- 23.1.1 a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors;
- 23.1.2 a shareholders' meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation);
- 23.1.3 a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors' meeting is convened pursuant to section 98 of the Insolvency Act 1986;

- 23.1.4 a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets;
 - 23.1.5 an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given;
 - 23.1.6 it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986;
 - 23.1.7 being a "small company" within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
 - 23.1.8 any event similar to those listed in clauses 23.1.1 to 23.1.7 occurs under the law of any other jurisdiction.
- 23.2 The DFE may terminate the Contract with immediate effect by notice and without paying compensation to the Contractor where the Contractor is an individual and:
- 23.2.1 an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Contractor's creditors;
 - 23.2.2 a petition is presented and not dismissed within 14 days or order made for the Contractor's bankruptcy;
 - 23.2.3 a receiver, or similar officer is appointed over the whole or any part of the Contractor's assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets;
 - 23.2.4 the Contractor is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of section 268 of the Insolvency Act 1986;
 - 23.2.5 a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Contractor's assets and such attachment or process is not discharged within 14 days;
 - 23.2.6 he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Capacity Act 2005;
 - 23.2.7 he suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business; or
 - 23.2.8 any event similar to those listed in clauses 23.2.1 to 23.2.7 occurs under the law of any other jurisdiction.
- 23.3 The Contractor shall notify the DFE immediately in writing of any proposal or negotiations which will or may result in a merger, take-over, change of control, change of name or status including if the Contractor undergoes a change of control within the meaning of section 1124 of the Corporation Taxes Act 2010 ("**Change of Control**"). The DFE may terminate the Contract with immediate effect by notice and without compensation to the Contractor within 6 months of:
- 23.3.1 being notified that a Change of Control has occurred; or
 - 23.3.2 where no notification has been made, the date that the DFE becomes aware of the Change of Control

but shall not be permitted to terminate where approval was granted prior to the Change of Control.

23.4 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor where the Contractor is a partnership and:

23.4.1 a proposal is made for a voluntary arrangement within Article 4 of the Insolvent Partnerships Order 1994 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors;

23.4.2 it is for any reason dissolved;

23.4.3 a petition is presented for its winding up or for the making of any administration order, or an application is made for the appointment of a provisional liquidator;

23.4.4 a receiver, or similar officer is appointed over the whole or any part of its assets;

23.4.5 the partnership is deemed unable to pay its debts within the meaning of sections 222 or 223 of the Insolvency Act 1986 as applied and modified by the Insolvent Partnerships Order 1994; or

23.4.6 any of the following occurs in relation to any of its partners:

23.4.6.1 an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, his creditors;

23.4.6.2 a petition is presented for his bankruptcy;

23.4.6.3 a receiver, or similar officer is appointed over the whole or any part of his assets; or

23.4.6.4 any event similar to those listed in clauses 23.4.1 to 23.4.6 occurs under the law of any other jurisdiction.

23.5 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor where the Contractor is a limited liability partnership and:

23.5.1 a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or a proposal is made for any other composition, scheme or arrangement with, or assignment for the benefit of, its creditors;

23.5.2 it is for any reason dissolved;

23.5.3 an application is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given within Part II of the Insolvency Act 1986;

23.5.4 any step is taken with a view to it being determined that it be wound up (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation) within Part IV of the Insolvency Act 1986;

23.5.5 a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator within Part IV of the Insolvency Act 1986;

23.5.6 a receiver, or similar officer is appointed over the whole or any part of its assets; or

- 23.5.7 it is or becomes unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- 23.5.8 a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986; or
- 23.5.9 any event similar to those listed in clauses 23.5.1 to 23.5.8 occurs under the law of any other jurisdiction.
- 23.6 References to the Insolvency Act 1986 in clause 23.5.1 shall be construed as being references to that Act as applied under the Limited Liability Partnerships Act 2000 subordinate legislation.
- 23.7 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor if the Contractor commits a Default and:
 - 23.7.1 the Contractor has not remedied the Default to the satisfaction of the DFE within 21 Business Days or such other period as may be specified by the DFE, after issue of a notice specifying the Default and requesting it to be remedied
 - 23.7.2 the Default is not, in the opinion of the DFE, capable of remedy; or
 - 23.7.3 the Default is a Material Breach.
- 23.8 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor if:
 - 23.8.1 the Contractor's warranty in clause 19.1.10 is materially untrue;
 - 23.8.2 the Contractor commits a material breach of its obligation to notify the DfE of any Occasion of Non-Tax Compliance;
 - 23.8.3 the Contractor fails to provide details of proposed mitigating factors which, in the DfE's reasonable opinion are acceptable; or
 - 23.8.4 the Contractor has not, in performing the Services, complied with its legal obligations in respect of environmental, social or labour law.
- 23.9 The DFE may terminate the Contract with immediate effect and without paying compensation to the Contractor if:
 - 23.9.1 the Contract has been subject to a substantial modification which requires a new procurement procedure pursuant to regulation 72(9) of the Regulations;
 - 23.9.2 the Contractor was, at the time the Contract was awarded, in one of the situations specified in regulation 57(1) of the Regulations, including as a result of the application of regulation 57(2), and should therefore have been excluded from the procurement procedure which resulted in the award of the Contract; or
 - 23.9.3 the Contract should not have been awarded to the Contractor in view of a serious infringement of the obligations under the Treaties and the Regulations which has been declared by the Court of Justice of the European Union in a procedure under Article 258 of the TFEU.
- 23.10 If the DFE terminates the Contract under clauses 23.7, 23.8 or 23.9:
 - 23.10.1 and makes other arrangements for the supply of the Services, the DFE may recover from the Contractor the cost reasonably incurred of making those other arrangements; and

- 23.10.2 the DFE shall make no further payments to the Contractor (for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the DFE), until the DFE has established the final cost of making the other arrangements envisaged under this clause 23.
- 23.11 Either Party may terminate the Contract (or any part of it) at any time by giving at least 3 months' prior written notice to the other Party.
- 23.12 If the DFE terminates the Contract under clause 23.11 the DFE shall make no further payments to the Contractor except for Services supplied by the Contractor prior to termination and in accordance with the Contract but where the payment has yet to be made by the DFE.
- 23.13 If any funding from governmental or other sources for the provision of the Services, or for a programme or a project to which the provision of the Services relates is withdrawn, reallocated or no longer available in such a way that the Contract cannot reasonably continue the DFE may terminate the Contract (or any part of it) by serving 3 months' written notice on the Contractor.
- 23.14 If the DFE terminates the Contract under clause 23.13 the DFE shall pay to the Contractor for Services supplied prior to the termination and in accordance with the Contract, and any disengagement costs and other costs reasonably incurred by the Contractor as a direct consequence of such termination (excluding any loss of profit and any possible redundancy costs), provided that the Contractor shall use all reasonable endeavours to mitigate the amount of such costs and has provided written evidence of the reasonableness and unavoidability of such costs.
- 23.15 If, through any Default of the Contractor, data transmitted or processed in connection with the Contract is either lost or sufficiently degraded as to be unusable, the Contractor shall be liable for the cost of reconstitution of that data and shall reimburse the DFE in respect of any charge levied for its transmission and any other costs charged in connection with such Default.
- 23.16 If the DFE fails to pay the Contractor undisputed sums of money when due the Contractor shall give notice to the DFE of its failure to pay. If the DFE fails to pay such undisputed sums within 90 Business Days of the date of such notice, the Contractor may terminate the Contract in writing with immediate effect, save that such right of termination shall not apply where the failure to pay is due to the DFE exercising its rights under clause 8.6 or to Force Majeure.
- 23.17 Save as otherwise expressly provided in the Contract:
- 23.17.1 termination or expiry of the Contract shall be without prejudice to any rights, remedies or obligations accrued under the Contract prior to termination or expiration and nothing in the Contract shall prejudice the right of either Party to recover any amount outstanding at such termination or expiry; and
- 23.17.2 termination of the Contract shall not affect the continuing rights, remedies or obligations of the DFE or the Contractor under clauses 8 (Payment), 9 (Tax and VAT), 10 (Prevention of Fraud), 12 (Intellectual Property Rights), 13 (Data), 15 (Confidentiality), 16 (Freedom of Information), 17 (Official Secrets Acts 1911 to 1989, Section 182 of the Finance Act 1989), 180 (Warranties and Representations), 19 (Liability), 23 (Termination) 24 (Retendering and Handover), 25 (Exit Management), 26 (Audit), and 37 (Governing Law and Jurisdiction).
- 23.18 Termination by DfE if Performance Standards not met
- 23.18.1 If the Contractor fails to meet any of the Performance Standards in any two

consecutive service periods, at either party's request to the other party, both parties must meet to work together in good faith to attempt to understand why the Performance Standards have not been achieved and implement strategies jointly agreed between the parties to attempt to enable the Contractor to achieve the Performance Standards.

23.18.2 If the parties agree on a strategy under clause 23.18.1 and, in the month following the implementation of the joint strategy under clause 23.18.1 the Contractor fails to achieve any of the Performance Standards, DfE may terminate this agreement on 30 days' notice to Contract.

23.18.3 If Contractor fails to meet any of the Performance Standards in any three consecutive service periods, DfE may terminate this agreement on 10 Business Days' notice to the Contractor.

24. RETENDERING AND HANDOVER

24.1 Within 30 days of being requested by the DfE, the Contractor shall provide, and thereafter keep updated, in a fully indexed and catalogued format, all the information reasonably necessary to enable the DfE to issue tender documents for the future provision of replacement services.

24.2 The DfE shall take reasonable precautions to ensure that the information referred to in clause 24.1 is given only to potential contractors who have qualified to tender for the future provision of the replacement services.

24.3 The DfE shall require that all potential Contractors treat the information in confidence; that they do not communicate it except to such persons within their organisation and to such extent as may be necessary for the purpose of preparing a response to an invitation to tender issued by the DfE; and that they shall not use it for any other purpose.

24.4 The Contractor shall allow access to the Premises in the presence of DfE's authorised representative, to any person representing any potential contractor whom the DfE has selected to tender for the future provision of the Services.

24.5 If access is required to the Contractor's Premises for the purposes of clause 26.4, the DfE shall give the Contractor 7 days' notice of a proposed visit together with the names of all persons who will be visiting.

24.6 The Contractor shall co-operate fully with the DfE during any handover at the end of the Contract including allowing full access to, and providing copies of, all documents, reports, summaries and any other information necessary in order to achieve an effective transition without disruption to routine operational requirements.

24.7 Within 10 Business Days of being requested by the DfE, the Contractor shall transfer to the DfE, or any person designated by the DfE, free of charge, all computerised filing, recording, documentation, planning and drawing held on software and utilised in the provision of the Services. The transfer shall be made in a fully indexed and catalogued disk format, to operate on a proprietary software package identical to that used by the DfE.

25. EXIT MANAGEMENT

25.1 If the DfE requires a continuation of all or any of the Services at the end of the Term, either by performing them itself or by engaging a third party to perform them, the Contractor shall co-operate fully with the DfE and any such third party and shall take all reasonable steps to ensure the timely and effective transfer of the Services without disruption to routine operational requirements.

25.2 The Contractor will, within 3 months of the Effective Date, deliver to the DfE, a plan

which sets out the Contractor's proposals for achieving an orderly transition of Services from the Contractor to the DFE and/or its Replacement Contractor at the end of the Term (an "**Exit Plan**").

- 25.3 Within 30 days of the submission of the Exit Plan, both Parties will use reasonable endeavours to agree the Exit Plan. If the Parties are unable to agree the Exit Plan the dispute shall be referred to the dispute resolution procedure in clause 36.
- 25.4 The Contractor will review and (if appropriate) update the Exit Plan in the first month of each year of the Term to reflect changes to the Services. Following such update the Contractor will submit the revised Exit Plan to the DFE for review. Within 30 days following submission of the revised Exit Plan, the Parties shall meet and use reasonable endeavours to agree the revised Exit Plan and the changes that have occurred in the Services since the Exit Plan was last agreed. If the Parties are unable to agree the revised Exit Plan within 30 days, such dispute shall be referred to the dispute resolution procedure in clause 36.
- 25.5 If the Contractor:
- 25.5.1 does not have to use resources in addition to those normally used to deliver the Services prior to termination or expiry, there shall be no change to the Charges; or
- 25.5.2 reasonably incurs additional costs
- the Parties shall agree a variation of the Charges.
- 25.6 If the DFE requests, the Contractor shall deliver to the DFE details of all licences for software used in the provision of the Services including the software licence agreements.
- 25.7 Within one month of receiving the software licence information described above, the DFE shall notify the Contractor of the licences it wishes to be transferred, and the Contractor shall provide for the approval of the DFE a plan for licence transfer.
- 25.8 The Contractor shall co-operate fully with the DFE in order to enable an efficient and detailed knowledge transfer from the Contractor to the DFE at the end of the Term and shall provide the DFE free of charge with full access to Personnel, copies of all documents, reports, summaries and any other information requested by the DFE. The Contractor shall comply with the DFE's request for information no later than 15 Business Days from the date that that request was made.

26. AUDIT

- 26.1 The Contractor shall keep and maintain until 6 years after the end of the Term, or as long a period as may be agreed between the Parties, full and accurate records of the Contract including the Services supplied under it and all Charges.
- 26.2 The Contractor agrees to make available to the DFE, free of charge, whenever requested, copies of audit reports obtained by the Contractor in relation to the Services
- 26.3 The Contractor shall permit duly authorised representatives of the DFE and/or the National Audit Office to examine the Contractor's records and documents relating to the Contract and to provide such copies and oral or written explanations as may reasonably be required.
- 26.4 The Contractor (and its agents) shall permit the Comptroller and Auditor General (and his appointed representatives) access free of charge during normal business hours on reasonable notice to all such documents (including computerised documents and data) and other information as the Comptroller and Auditor General may reasonably require for the purposes of his financial audit of the DFE and for carrying out examinations into

the economy, efficiency and effectiveness with which the DFE has used its resources. The Contractor shall provide such explanations as are reasonably required for these purposes.

27. ENTIRE AGREEMENT

27.1 The Contract contains all the terms which the Parties have agreed in relation to the subject matter of the Contract and supersedes any prior written or oral agreements, representations or understandings between the Parties.

27.2 Nothing in this clause 27 shall exclude any liability which one Party would otherwise have to the other Party in respect of any statements made fraudulently.

28. PARTNERSHIP

28.1 Nothing in the Contract is intended to or shall operate to create a legal partnership between the Parties or to authorise either Party to act as an agent for the other, and neither Party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including making any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

29. WAIVER

29.1 No failure or delay by any Party to exercise any right, power or remedy will operate as a waiver of it nor will any partial exercise preclude any further exercise of the same, or of some other right, power or remedy.

30. CHANGE CONTROL

30.1 Either Party may at any time request in writing a Variation in accordance with the change control procedure set out in schedule 6 (the “**Change Control Procedure**”). No Variation shall be effective unless made in accordance with the Change Control Procedure.

31. COUNTERPARTS

31.1 The Contract may be executed in any number of counterparts, each of which so executed and delivered shall constitute an original, but together shall constitute one and the same instrument.

32. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

32.1 The provisions of clauses 7.5 and 12.6 confer benefits on a Replacement Contractor and are intended to be enforceable by a Replacement Contractor by virtue of the Contracts (Rights of Third Parties) Act 1999 (“**CRTPA**”).

32.2 Subject to clause 32.1, a person who is not a Party has no right under CRTPA to enforce provisions of the Contract but this does not affect any right or remedy of any person which exists or is available otherwise than pursuant to the CRTPA and does not apply to the Crown.

32.3 A Replacement Contractor may not enforce or take steps to enforce the provisions of clauses 7.5 or 12.6 without DFE's prior written consent.

32.4 The Parties may amend the Contract without the consent of any Replacement Contractor.

33. CONFLICTS OF INTEREST

33.1 The Contractor shall:

- 33.1.1 not permit its obligations to its other clients and third parties (including other governmental bodies and organisations providing services to other governmental bodies) to interfere or conflict in any material way with its duty (which the Contractor hereby acknowledges) to comply with its obligations under the Contract to the required standards; and
- 33.1.2 take appropriate steps to ensure that neither the Contractor nor any of the Personnel is placed in a position where, in the reasonable opinion of the DFE, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor or any of the Personnel and the duties owed to the DFE under the provisions of the Contract in either case, referred to in this clause 33 as a “**Conflict of Interest**”.
- 33.2 If the Contractor becomes aware of any Conflict of Interest (or potential Conflict of Interest) or other situation which has arisen or may arise and which may cause a breach of this clause 35 the Contractor shall forthwith provide full particulars to the DFE.
- 33.3 In performing its obligations under the Contract the Contractor shall conduct its business, operations and activities in a politically neutral fashion.
- 33.4 Without prejudice to the foregoing provisions of this clause 33, if any Conflict of Interest (or potential Conflict of Interest) arises or is likely to arise, the Contractor shall:
 - 33.4.1 take all reasonable steps to remove or avoid the Conflict of Interest or to prevent it occurring in each case, or to manage the conflict to the satisfaction of the DFE (acting reasonably); and
 - 33.4.2 give the DFE a comprehensive and detailed written statement of the action it had taken.
- 33.5 If the DFE is not satisfied with the Contractor's actions, the Contractor shall, on request by the DFE promptly end any relationship it may have with any third party, where that relationship has given rise to the Conflict of Interest (or potential Conflict of Interest).
- 33.6 Without prejudice to any other right or remedy it may have, the DFE may terminate the Contract with immediate effect by notice in writing and/or to take such other steps it deems necessary where, in the reasonable opinion of the DFE, there is any continuing breach by the Contractor of the provisions of this clause 33.

34. FURTHER ASSURANCE

- 34.1 The Parties shall do or procure the doing of all such acts and things and will execute or procure the execution of all such documents as may be reasonably required including on or subsequent to the end of the Contract to vest in the relevant all rights granted under the Contract and otherwise to comply with its terms.

35. NOTICES

- 35.1 Any notice, demand or communication in connection with the Contract shall be in writing and may be delivered by hand, pre-paid first class post or (where being sent to an address in a different country to where posted) airmail, facsimile or e-mail, addressed to the recipient at its registered office or its address (or such other address, facsimile number or e-mail address as may be notified in writing from time to time).
- 35.2 The notice, demand or communication shall be deemed to have been duly served:
 - 35.2.1 if delivered by hand, when left at the proper address for service;
 - 35.2.2 if given or made by prepaid first class post 48 hours after being posted or in the case of airmail 14 days after being posted;

35.2.3 if given or made by facsimile or e-mail, at the time of transmission, provided that a confirming copy is sent by first class pre-paid post or (where being sent to an address in a different country to where posted) airmail to the other Party within 24 hours after transmission and that, in the case of transmission by e-mail where the time of transmission is not between 9.00 am and 5.00 pm, service shall be deemed to occur at 9.00 am on the next following Business Day (such times being local time at the address of the recipient).

35.3 If proceedings to which the Civil Procedure Rules apply have been issued, the provisions of Civil Procedure Rule 6 must be complied with in respect of the service of documents in connection with those proceedings.

36. DISPUTE RESOLUTION

36.1 Any Dispute shall be dealt with in accordance with this clause 36.

36.2 In the first instance, a representative of each Party will each use their reasonable endeavours to resolve the Dispute. If the Dispute cannot be resolved by such representatives within 15 days of the Dispute arising, it will be referred to a senior representative of each Party, who shall each use their reasonable endeavours to resolve the Dispute.

36.3 If a Dispute cannot be resolved by negotiation as referred to in clause 36.2 within 30 days of the Dispute arising, either Party may refer the Dispute for determination in accordance with the mediation procedure administered by the Centre for Effective Dispute Resolution, the costs of the mediator being split equally between the Parties, who shall otherwise bear their own costs.

37. GOVERNING LAW AND JURISDICTION

37.1 The Contract and any non-contractual obligations arising out of or connection with it will be governed by and construed in accordance with English Law.

37.2 The courts of England shall have exclusive jurisdiction to settle any dispute which arises out of or in connection with the Contract.

37.3 If any provision of the Contract is held by any court or other competent authority to be void or unenforceable in whole or part, the other provisions of the Contract and the remainder of the affected provisions shall continue to be valid.

Schedule 3

Financials

Part 1

1. The DFE shall pay the Contractor the Charges relating to the First Period in accordance with the Contract, subject to successful delivery of the Services against the KPIs or Service Levels set out in schedule 4. The Charges are inclusive of all expenses incurred by the Contractor in relation to its provision of the Services and unless agreed otherwise between the Contractor and the DFE, the Contractor shall not be entitled to claim any expenses in addition to the Charges.
2. The DFE may review the detailed costs set out in the Implementation Plan to ensure that the Contract is value for money.
3. Indexation shall not apply to the Charges.
4. The Contractor shall be entitled to invoice the Charges following acceptance by the DFE of satisfactory completion of the Services or, where performance of the Services will continue, either monthly in arrears or on satisfactory completion of milestones as set out in the delivery milestones, outputs or outcomes (as set out in the tables below).

Table 1 – Direct project and evaluation costs

| Date | Amount | Milestone |
|------------|--------|--|
| March 2019 | £0.5m | Project team and evaluators setup & design; Recruitment of settings and parents; Beginning of delivery for fast-tracked projects; EEF setup and management. Estimated 5 projects (and associated evaluation teams) receiving c.£100k each in this period |
| March 2020 | £3.5m | Data collection, and delivery of 5 projects in c.500 early years settings; Reporting for fast-tracked pilots |

5. Funds allocated to a particular expenditure heading in Table 1 are available for that expenditure heading only. Funds allocated to a particular accounting year are available for that accounting year only.

Table 2 – EEF management costs

| Milestone Deliverable | 2018-19 | 2019-20 |
|---|---------|---------|
| Launching a call for proposals | £10k | |
| Programme of work to generate a range of high-quality proposals | £10k | |
| Assessing proposals and submitting shortlist of programmes to DfE | £10k | |

| | | |
|--|--------------|--------------|
| Identifying and shortlisting potential trial and submitting shortlist to DfE | £20k | |
| Identifying and procuring independent evaluators | £50K | |
| Procurement and brokering of both delivery and evaluation sub-contractors and/or trial participants, e.g. early years settings, schools or local authorities | £30k | |
| Contract management oversight | £10k | £90k |
| Results publication | | £10k |
| Results dissemination to key stakeholders | | |
| TOTAL - £240k | £140k | £100k |

All amounts in Table 1 and Table 2 are shown exclusive of VAT. It is expected that the EEF will charge 20% VAT on these amounts.

Part 2

- The Contractor shall fund the provision of the Services during the Second Period as follows:

| Date | Amount | Milestone |
|---------|---------|--|
| 2020-21 | £1m (*) | Ongoing delivery costs for non-fast-tracked projects; Post-testing; Data analysis, Reporting and quality assurance; Communication of findings. |
| | | |

Table 2 – EEF management costs

| Milestone Deliverable | 2020-21 |
|---|--------------|
| Contract management oversight | £10k |
| Results publication | £40k |
| Results dissemination to key stakeholders | £60k |
| TOTAL | £110k |

Schedule 4

KPIs, Service Levels and Service Credits

- 1 The objectives of the Service Levels are to:
 - 1.1 ensure that the Services are of a consistently high quality and meet the requirements of the DFE;
 - 1.2 provide a mechanism whereby the DFE can attain meaningful recognition of inconvenience and/or loss resulting from the Contractor's failure to deliver the Services; and
 - 1.3 incentivise the Contractor to meet the Service Levels and to remedy any failure to meet the Service Levels expeditiously.

KEY PERFORMANCE INDICATORS (KPIs) AND SERVICE LEVELS (SLs)

- 2 This schedule 4 sets out the KPIs and Service Levels against which the Contractor shall measure its performance.
- 3 The Contractor shall monitor its performance against of each of the KPIs and Service Levels in and send the DFE a report detailing the KPIs and Service Levels which were achieved in accordance with the provisions of this schedule 4.

PERFORMANCE STANDARDS/MEASURES

- 4 The Contractor must meet the Performance Measure for each identified KPI as set out in table 1 below within the agreed Service Period (defined Schedule 2 and within table 1)
 - 4.1 Service period is defined as the delivery phases set out in Schedule 4, table 1.
- 5 If during a Service period the Contractor achieves a KPI/Service Level, no Service Credit ("reduction in total amount of charges payable to the Contractor") will accrue to the Contractor in respect of that KPI/Service Level
- 6 The Contractor confirms that it has taken Performance Measures and Service Credits into account in calculating the Charges. Both Parties agree that the Performance Measures and Service Credits are a reasonable method of adjusting the Charges to reflect poor Contractor performance.
- 7 The Contractor will be expected to meet/comply with all Service Levels as set out within table 2 below.

CONSEQUENCES OF FAILURE TO MEET KPIS

- 8 A failure to meet at least the required performance level will be considered a "Service Failure" in respect of the KPIs set out in Table 1 below
- 9 If performance level is a Service Failure in one or more of the KPIs listed in Table 2 in any given service period/calendar month, DfE will be entitled at its sole discretion, to reduce the total amount of charges payable to the Contractor ("Service Credit") for that period/month by:
 - 9.1 5% for one KPI failed
 - 9.2 10% for two KPIs failed
 - 9.3 to a maximum of 15% for three or more KPIs failed

- 10 A failure to meet the required performance level for the other KPIs will not be considered a Service Failure in the context of paragraph 7 but expects to meet the required performance levels and will consider repeated failures as breaches of this contract
- 11 In addition to its rights under paragraph 7, if there are one or more Service Failures in 3 (three) consecutive Service Periods, will be entitled, as its sole discretion, to terminate this contract on 30 days written notice.

Table 1 KPIs

| KPI | Delivery Phase Measurement Period | Performance Measure | Service Period (is set as the Delivery Phase) | Monitoring method | Performance Objective/ Service Credit applied |
|--|---|--|---|-----------------------------------|---|
| Call for proposals prepared and launched (call for proposals launched in advance of contract commencement) | Not applicable | Online launch of call for proposals | Not applicable | Monthly progress reports/meetings | |
| Programme of work to generate high-quality proposals delivered | June - July 2018 | Evidence of engagement with evidence-base and with providers of home learning environment support programmes | June - July 2018 | Monthly progress report/meetings | |
| Proposals assessed and shortlist of home learning environment support programmes recommended for trial delivered to DfE. | August - December 2018 | Written assessments of proposals Agreed number of viable proposals submitted to DfE | August - December 2018 | Monthly progress report/meetings | |
| Potential pilot and trial areas identified and shortlist delivered to DfE | August 2018 – July 2019 (as trials recruit) | Shortlist of potential trial and pilot areas delivered to DfE | August 2018 – July 2019 (as trials recruit) | Monthly progress report/meetings | |
| Sub-contracts with providers of selected home learning environment support programmes procured | October 2018-January 2019 | Contract variation agreements signed Support programmes announced | October 2018-January 2019 | Monthly progress reports/meetings | |

| KPI | Delivery Phase Measurement Period | Performance Measure | Service Period (is set as the Delivery Phase) | Monitoring method | Performance Objective/ Service Credit applied |
|--|--|--|--|--|--|
| Sub-contracts with independent evaluators procured | October 2018 – January 2019 | Contract variation agreements signed Independent evaluators announced | October 2018 – January 2019 | Monthly progress reports/meetings | |
| Preparatory work for trials, pilots and evaluations completed; participants recruited | September 2018 to July 2019 | Randomised control trials and pilot studies designed Evaluation structures in place Trial and pilot areas announced Agreed number of families recruited | September 2018 to July 2019 | Monthly progress reports/meetings –to December 2018 Quarterly progress reports/meetings from January 2019 | |
| Sub-contracts with providers of support programmes and independent evaluators successfully managed | October 2018 to March 2021 | Practitioners trained to deliver selected support programme Pre- and post-intervention surveys carried out | October 2018 to March 2021 | Monthly progress reports/meetings –to December 2018 Quarterly progress reports/meetings from January 2019 | |
| Trials and pilots commence | From January 2019 (September 2019 for most trials) | Agreed number of trials successfully underway | From January 2019 (September 2019 for most trials) | Quarterly progress reports/meetings | |
| Trials and pilots monitored to ensure they stay on track | January 2019 to March 2021 | Contractor to have systems in place to minimise 'drop-out' of trial participants or cancelled trials Contractor to include KPIs in sub-contractors to manage risks of 'drop-out' and cancelled trials | January 2019 to March 2021 | Quarterly progress reports/meetings | |
| Trial evaluation reports delivered | January 2020 to March 2021 | All evaluations complete and signed-off by DfE | January 2020 to March 2021 | Quarterly progress reports/meetings | |
| Results of trials published. | January 2020 to March 2021 | Results published online. | January 2020 to March 2021 | Quarterly progress reports/meetings | |
| Results disseminated to key stakeholders | January 2020 to March 2021 | Agreed dissemination plan delivered. | January 2020 to March 2021 | Quarterly progress reports/meetings | |

Table 2 Service Levels

| Service Level | Measure | Compliance |
|------------------------------|---|-----------------------|
| Reporting Meetings and | <p>Monthly reporting: submit a monthly programme report by the third Business Day of the month until trials commence, including any exception events within this report and then quarterly thereafter.</p> <p>Contractor meetings – monthly until trials commence and then quarterly thereafter</p> | 100% - DFE monitoring |
| Administration/Communication | <p>In delivering the Services offer a responsive and supportive service to participants and their facilitators.</p> <p>Respond to 100% of queries and correspondence within 3 Business Days of receipt.</p> | |
| Finance | Ensure that invoices are submitted to DFE within 10 Business Days of the end of the relevant charging period/completion of the activity | |
| Commercial Management | Ensure that Change Control Notes are signed by both Parties prior to any additional work being undertaken (DFE or Contractor to ensure paperwork is issued in a timely fashion when change required). | |
| Complaints | <p>Ensure that all administrative Personnel are aware of and abide by relevant complaints procedures.</p> <p>Main management contact to report all complaints orally and in writing to DFE within 3 Business Days.</p> | |
| Records and questionnaires | <p>Ensure that all records are maintained and kept up to date throughout the Term. Records must be updated within 5 Business Days of a request being made or an event taking place (subject to system availability).</p> <p>Support the DFE to ensure appropriate questionnaires are completed throughout the Term.</p> | |
| Evaluation | Contribute to the evaluation of the effects of its delivery by reviewing Service User satisfaction, learning outcomes, improvements in schools/school systems, and the commissioning of impact studies. | |

Schedule 5

Implementation Plan

1. The Contractor shall provide the Services in accordance with the Implementation Plan set out below.
2. The Implementation Plan shall be sufficiently detailed as is necessary to manage the Services and any proposed changes are subject to the Change Control Procedure.
3. The Contractor shall be responsible for implementing and managing the Services and for taking all such steps as may be necessary so as to ensure that from the Service Commencement Date the Contractor is able to provide the Services:
 - 3.1 in accordance with the provisions of the Contract; and
 - 3.2 in a manner that maintains the continuity of Services to the DFE.
4. The Contractor shall monitor its performance against the Implementation Plan and report to the DFE monthly (or more frequently if so required by the DFE) on its performance.

NB: actual dates and costs will be subject to types of projects funded, and their evaluation designs. For example, impact evaluations (RCTs) will require longer timelines, with more recruitment and testing, than pilot studies. Each project will have different timelines – dates below are indicative of broad timeframe for activity.

| Activities | Key outputs | Dates |
|--|---|---|
| Call for proposals prepared and launched <ul style="list-style-type: none"> - Documents for round written, setting scope and signalling priorities - Call launched on EEF website (late May) | <ul style="list-style-type: none"> - Application form published - Guidance notes for applicants published - Round launched on EEF website | 1 st – 31 st May 2018 |
| Programme of work to generate high-quality proposals delivered <ul style="list-style-type: none"> - Round open for 2 months (late May to late July) - Comms to promote the round - Engagement of promising applicants to apply (identification and encouragement of promising initiatives; conversations with applicants to shape ideas pre-application) | <ul style="list-style-type: none"> - Round highlighted via blog, social media, newsletter, EEF presentations, research school and other networks - Interest generated in the round (no of applications received) | 1 st May – 31 st July 2018 |
| Assessment or applications <ul style="list-style-type: none"> - Proposals assessed against key criteria by 2 EEF reviewers independently - Long/short-lists reviewed by programme lead and management at EEF - Due diligence on shortlisted applicants, including financial review, budget negotiation, interview with applicants, evidence review. - Discussion of shortlists with DfE and EEF grants committee for approval | <ul style="list-style-type: none"> - Longlist and shortlist of applicants with scoring / comments - Detailed review papers on each recommended applicant produced - Funding decisions on 5-8 projects - Contracts with projects drafted with milestones | 1 st August – 31 st December 2018 |

| | | |
|--|---|---|
| Evaluation design (concurrent with assessment) <ul style="list-style-type: none"> - Summaries of shortlisted projects sent to EEF evaluation panel - Evaluation proposals reviewed against criteria and teams appointed - Meetings with project and evaluation teams to co-design trials - Discussion of evaluators and designs with DfE for approval of subcontracts | <ul style="list-style-type: none"> - Independent evaluators appointed to each project - Evaluation protocols drafted - Contracts with evaluators drafted with milestones | 1 st Sept – 31 st Dec 2018 |
| Recruitment of early years settings <ul style="list-style-type: none"> - Teams develop recruitment materials (to be agreed by evaluators' ethics boards) - Recruitment of settings for pilots and fast-track applications from autumn 2018 - For trials, recruitment likely to run to summer 2019 - EEF support projects' recruitment efforts | <ul style="list-style-type: none"> - Recruitment materials produced (eg, MOUs) - Funded projects announced and EY settings invited to sign up - Regular updates provided to DfE on number of settings recruited to DfE | 1 st October 2018 – 31 st July 2019 |
| March 2019 – 1 st payment of c£0.64m (£0.5m direct project and evaluation costs and £140k EEF management costs) covering: project team and evaluators setup & design; recruitment of settings and parents; beginning of delivery for fast-tracked projects; EEF setup and management. Estimated 5 projects (and associated evaluation teams) receiving c.£100k each in this period. | | |
| Delivery (within DfE-funded timeframe) <ul style="list-style-type: none"> - Baseline data collection by funded teams; - Pre-testing and randomisation - Projects provide training to settings and deliver interventions; - EEF conducts ongoing monitoring, including project visit, quarterly updates against milestones, and trouble-shooting if any issues | <ul style="list-style-type: none"> - Update reports on completion of milestones - Payments made to project and evaluation teams | 1 st Oct 2018 – 31 st March 2020 |
| March 2020 – 2 nd payment of c£3.6m (£3.5m direct project and evaluation costs and £100k EEF management costs) covering: data collection, and delivery of 5 projects; reporting for fast-tracked pilots | | |
| Delivery and post-testing <ul style="list-style-type: none"> - Ongoing delivery - Post-test data collection - Ongoing monitoring as above | <ul style="list-style-type: none"> - As in delivery above | 1 st April 2020 – July 2020 |
| Reporting <ul style="list-style-type: none"> - Evaluators complete data analysis and draft evaluation reports - EEF conducts technical review - External peer reviews and editing - Review by project team - Editing and quality assurance by EEF | <ul style="list-style-type: none"> - Draft reports shared with DfE for comment - Evaluation reports for each project published on EEF website | January 2020 to March 2021 |

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| | | |
| Results disseminated and scale-up <ul style="list-style-type: none"> - Communications to promote findings of the research (including press release for interesting findings, blogs etc) - Results incorporating into Toolkit updates, and future EEF guidance reports - Promising results assessed for re-granting by EEF – future scale-up projects to be considered for funding - Findings promoted via EEF Research Schools | <ul style="list-style-type: none"> - Interest generated in the findings among key stakeholders - Future trials funded by EEF (subject to results) - Updates to existing EEF resources incorporating results | January 2020 to March 2021 |

Schedule 6

Change Control Procedure

- 1 The Parties acknowledge that minor changes to the Contract may be necessary to reflect operational and administrative procedures during the Term and that such minor changes may be agreed in writing between the Parties' respective contract managers.
- 2 The Contractor shall use reasonable endeavours to incorporate minor changes requested by the DFE within the current Charges and shall not serve a Contractor Notice of Change unless the change involves a demonstrable material increase to its costs or requires a material change to the Contract.
- 3 Either Party may request a Variation provided that such Variation does not amount to a material change.
4. The DFE may request a Variation by completing the Change Control Note and giving the Contractor sufficient information to assess the extent of the Variation and consider whether any change to the Charges are required in order to implement the Variation within a reasonable time limit specified by the DFE. If the Contractor accepts the Variation it shall confirm it in writing within 21 days of receiving the Change Control Note.
5. If the Contractor is unable to accept the Variation or where the Parties are unable to agree a change to the Charges, the DFE may allow the Contractor to fulfil its obligations under the Contract without Variation or if the Parties cannot agree to the Variation the Dispute will be determined in accordance with clause 36.
6. If the Contractor wishes to introduce a change to the Contract it may request a Variation by serving the Change Control Note on DFE.
7. The DFE shall evaluate the Contractor's proposed Variation in good faith, taking into account all relevant issues.
8. The DFE shall confirm in writing within 21 days of receiving the Change Control Note if it accepts or rejects the Variation.
9. The DFE may, acting reasonably, reject any request for a Variation proposed by the Contractor. If the DFE is unable to accept the Variation, the Parties will work together in good faith to agree an alternative to the Variation or if the Parties cannot agree to the Variation the Dispute will be determined in accordance with clause 36.

Change Control Note

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|----------------------------|--|---|
| Contract Number | | DFE Contract / Programme Manager |
| Contractor | | Original Contract Value (£) |
| Contract Start Date | | Contract Expiry Date |

| | |
|--|--|
| Variation Requested | |
| Originator of Variation (tick as appropriate) | DFE <input type="checkbox"/> Contractor <input type="checkbox"/> |
| Date | |
| Reason for Variation | |
| Summary of Variation (e.g. specification, finances, contract period) | |
| Date of Variation commencement | |
| Date of Variation expiry (if applicable) | |
| Total Value of Variation £ (if applicable) | |

| | |
|---|---|
| Payment Profile (if applicable) e.g. milestone payments | |
| Revised daily rate (if applicable) | |
| Impact on original contract (if applicable) | |
| Supporting Information (please attach all supporting documentation for this Change Control) | |
| Terms and Conditions | Save as herein amended all other terms and conditions of the Original Contract shall remain in full force and effect. |
| Variation Agreed <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> For the Contractor: Signature..... Full Name..... Title..... Date..... </div> <div style="width: 45%;"> For the DFE: Signature..... Full Name..... Title..... Date..... </div> </div> | |

Please note that no works/services described in this form should be undertaken, and no invoices will be paid until both copies of the CCN are signed, returned and counter-signed.

| | | | |
|--|--|-------------------------|--|
| To be entered by the Commercial department: | | | |
| Commercial Contact | | Reference Number | |
| Date received | | EC Reference | |

Schedule 7

Key Sub Contractors

Key Sub-Contractors

The Contractor may sub-contract its obligations under the Contract to the Sub-Contractors listed in the table below.

| Key Sub-Contractor Name and Address (if not the same as the registered office) | Registered Office and Company Number | Related Product/Service Description | Sub-contract Price expressed as a percentage of total projected Charges over Term | Role in delivery of the Services |
|--|--------------------------------------|-------------------------------------|---|----------------------------------|
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Schedule 9
Commercially Sensitive Information

Schedule 10

The Contractor's Solution

An overview of The Education Endowment Foundation's proposal to launch a call for proposals and procure and manage the delivery and evaluation of trials of evidence-based home learning environment support programmes in the North of England

To date the EEF has managed and evaluated over 160 education projects, reaching over 1 million children and young people, the majority of which have been evaluated using 'gold standard' randomised controlled trials (RCTs). The EEF is responsible for commissioning 10% of all the RCTs in education worldwide and has developed extensive expertise in setting up, running and reporting on such trials.

We have also invested significantly in disseminating and spreading the lessons emerging from our work: for example by supporting the 20 most promising projects from our trials to benefit thousands more children, and establishing a national network of Research Schools to embed evidence in schools. Up to two-thirds of head teachers use the EEF's Teaching and Learning Toolkit, which brings together the results from our work and other research in an accessible, user-friendly format.

Since our remit expanded to three year olds in 2015, we have focussed more of our work on finding the most effective ways to enhance the home learning environment (HLE), alongside improvements in schools. We currently have five trials underway looking at this issue, including *EasyPeasy*, *Peeples* and *Family Skills*. Later in the year we will publish an evidence review and practitioner-facing *guidance report* on the subject of Parental Engagement which we believe will be highly complementary to this Fund.





The EEF can hit-the-ground-running in terms of delivering outcomes swiftly while maintaining the quality and robustness of the trials; the majority of the processes and expertise required to run the HLE Fund are already in place. Our unique organisational setup also means we are able to deliver the work cost efficiently, with just 7% devoted to running the Fund and disseminating its results – meaning 93 pence in every pound will go directly to HLE projects and their evaluation.

In summary, our plan is:

- To support up to 8 significant HLE projects in the North through the Fund (the exact numbers will be subject to the quality of bids that come through the call for proposals)
- To fast-track projects with exceptional promise in order to get delivery up-and-running as soon as possible, and first results delivered quickly
- To devote less than 7% to management costs, drawing on the economies of scale resulting from established-EEF procedures
- To use the EEF's network of partners to find the best projects for delivery in the North, and to spread the resulting lessons from this work
- To link up the Fund with the EEF's current activity in this space, again meaning quicker results for practitioners and a whole which is greater than the sum of its parts

Overview

The EEF currently operates a pipeline approach to generating new and robust evidence in education, taking into account the current state of the project, its under-pinning research and its potential for growth:

| HIGH-POTENTIAL PROJECTS YET TO BE EVALUATED | | PROMISING PROJECTS LOOKING TO SCALE-UP | |
|--|--|---|---|
| <p>These projects will have some initial evidence which indicates they have potential to improve learners' attainment; BUT will not yet have been independently and rigorously evaluated to demonstrate a causal relationship between the project and those improvements.</p> <p>The EEF's grant-funding gives them the opportunity to put their idea to a fair test.</p> | | <p>These programmes will have already been independently and rigorously evaluated and demonstrated positive impact on learners' outcomes; BUT need now to establish that they can be delivered at scale in a way which maintains impact and is cost-effective.</p> <p>The EEF's grant-funding gives them the opportunity to continue testing the impact of their project as it expands.</p> | |
| <p>Pilot studies:</p>  <ul style="list-style-type: none"> conducted in a small number of schools, or early years / post-16 settings (e.g., three or more), where a programme is at an early or exploratory stage of development; evaluated through qualitative research to develop and refine the approach and test its feasibility in schools, nurseries or colleges. Initial, indicative data will be collected to assess its potential to raise attainment. | <p>Efficacy trials:</p>  <ul style="list-style-type: none"> test whether an intervention can work under developer-led conditions in a number of schools, or early years / post-16 settings, usually 50+; A quantitative impact evaluation is used to assess the impact of the intervention on student outcomes, including attainment. An implementation and process evaluation is used to identify the challenges for delivery. An indicative cost of the intervention is also calculated. | <p>Effectiveness trials:</p>  <ul style="list-style-type: none"> test a scalable model of an intervention under everyday conditions (where the developer cannot be closely involved in delivery because of the scale) in a large number of schools, or early years / post-16 settings, usually 100+ across at least three different geographical regions; A quantitative impact evaluation is used to assess the impact of the intervention on student outcomes, including attainment. An implementation and process evaluation is used to identify the challenges for delivery at this scale. The cost of the intervention at this scale is also calculated. | <p>Scale-up:</p>  <ul style="list-style-type: none"> is when a programme which has been shown to work, when rigorously trialled, and has the capacity to deliver at scale, is expanded to work across a larger area, delivering to a large number of schools, or early years / post-16 settings; Though we will continue to evaluate its impact, this is now a lighter touch process. |

Our intention is to build further on this tried and tested model to deliver the Fund. We also intend to leverage the relationships the EEF has already developed in the sector in order to get projects set up quickly and to deliver useful results to the sector as soon as is feasible.

Draft timeline

(NB To be read alongside updated implementation plan in schedule 4):

By March 2019 we aim to have:

- 3-4 pilots where delivery is underway;
- 1 fast-tracked trial where recruitment is complete and delivery is underway;
- recruitment and setup for 3+ other projects underway that would run from Sept '19

By March 2020 we aim to have:

- completed delivery and reporting for the early pilots and completed delivery for the first trial;
- completed recruitment and partial delivery for the additional 3+ projects starting in Sept 2019

The activity going beyond March 2020 would then be:

- completing delivery and reporting for 3+ trials (c£500k covered by EEF).

NB The exact numbers will be subject to the quality of bids that come through the call for proposals

Our experience to date has revealed a number of key challenges for running HLE trials in the early years:

- Most programmes in the early years need to pre-test children in the autumn term for January delivery (before September, most 3-year olds will not be in settings so cannot be pre-tested).
- In addition to recruiting large numbers of schools, projects will then have to recruit parents to the trial – crucially, this needs to be done prior to randomisation to identify an unbiased comparison group.
- Ethics committees usually require that opt-in consent is obtained for testing of pre-school-age children. This means all parents need to give explicit written consent for their child's data to be used for the evaluation.
- These trials will usually require one-to-one testing of children by qualified assessors, which is often time-consuming and relies on evaluators recruiting specialist teams.

Call for proposals

The Home Learning Environment is a broad term and incorporates a potentially wide range of interventions and approaches. An important starting point for running the Fund would be to direct applicants to the areas most likely to lead to improvements in child outcomes, by drawing on existing evidence from the Teaching and Learning Toolkit, our projects to date, our evidence review on parental engagement (forthcoming), and the wider evidence base.

We would also map current practice and identify areas of promise emerging from the evidence where there are few practical interventions at present, and more work needs to be done to stimulate bids. This would include:

- Interviewing academic and practitioner experts in the field to identify high potential initiatives;
- Liaising with the Department about the prospects identified in the scoping for the HLE fund;
- Working with partner organisations (e.g. Nuffield Foundation and the Early Intervention Foundation, with which we are currently partnering in similar areas) to identify prospects and gaps;
- Drawing on international examples of best practice: the EEF has done this in the past, for example through the trialling of the Parenting Academy approach originally tested in Chicago, and the Texting Parents project developed at Harvard University.

There are a number of areas of promise in relation to the HLE, where we would look to encourage bids, including: home-visiting programmes which have some encouraging evidence, and which do not require parents to attend regular workshops; digital interventions, which also limit the burden on parents and provide 'nudges' to engage; structured home reading programmes, which provide simple activities for the home focused on vocabulary and narrative; and behaviour-focused interventions, which have strong evidence, but have not yet been tested for impacts on literacy and language outcomes. These initial areas of interest will be supplemented by a systematic review on parental engagement due for completion in May.

The over-arching lessons from this work would be captured in application guidance which would be promoted alongside the open round to ensure the highest quality, most relevant bids.

The funding call would open in May 2018 for two months and would be complemented by a range of activities to 'warm the market' and get the most-promising projects to come forward. In addition to the work we are proposing to fast track the most promising interventions – see above – this would include:

- Promotion through our Research Schools and existing networks in the North

- Digital channels - Our email newsletter has a reach of almost 12,000 and an open rate of 28% which is well above the industry standard. In addition, our website users and social media following are considerable at 42,000 unique users per month; 7,000 Facebook followers; and 26,000 Twitter followers.
- Speaking events and conferences – the EEF regularly speaks to national and regional conferences for teachers, schools leaders and other educators.
- Promotion through partners, including the Early Intervention Foundation, Action for Children, EEF's expert panel on parental engagement, the Parental Engagement Network, PTA UK and others.
- Press and media activity

The EEF has achieved significant reach through these strategies: EEF biannual funding rounds typically attract c150 applications from groups of schools, charities, universities and commercial providers; our last co-funded round with the DfE focussed on character and attracted 200 bids.

Please note that the EEF already has in place the IT systems and online portal needed to run the application process.

Assessing programmes

Our proposal is to run the assessment of project proposals along similar lines to regular EEF rounds, with adaptations to allow for sign off and consultation with the DfE where appropriate.

Initial Screening

All bids would be screened initially by our experienced team of programme managers. The bids would be assessed and scored according to three broad criteria:

- **Scalability:** their ability and ambition to deliver to large numbers of settings; cost-effectiveness and affordability; practicality in delivery; having a well-defined and replicable delivery model.
- **Evidence:** both the research literature supporting the principles of the intervention, and especially the strength of previous programme evaluations (ideally previous trials), and track record of delivery.
- **Fit with purpose of the Fund:** clear focus on improving attainment (especially language and literacy) through the HLE; focus on disadvantage; ability to deliver in the north of England; willingness to be independently evaluated; fit with areas of promise identified in the scoping for the round (see above).

All bids would be reviewed by 2 EEF programme managers, and then long- and shortlisted bids would also be reviewed by senior management at EEF. All applications would be shared with DfE, and long- and shortlists would be shared with DfE for comments on prioritisation.

Due diligence and shortlisting

A long list would be subject to further internal scrutiny and due diligence looking in more detail at the evidence underpinning the project, costs, the feasibility of their delivery, their likely amenability to evaluation, as well as the capacity and financial viability of the delivery organisation.

At this stage the EEF team would engage with programme proposers (including through project visits) to understand more

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| | about the project. A short list would be drawn up in consultation with senior EEF management which would be shared with DfE colleagues for comment. |
| Project interview by Grants Committee | The EEF Grants Committee (which includes Professor Rob Coe, as the DfE's representative) would scrutinise the shortlisted programmes based on briefings provided by the team and through face-to-face meetings with programme developers. Relevant experts can also be involved at this stage. |
| Further work and evaluation set up | Follow-up from the Grants Committee would inform the development of the project proposal, with changes made to the likely scale and design of the trial. At this point an evaluation team would be appointed (see below) and two evaluation set-up meetings would take place between the EEF, the independent evaluator and the programme developer. |
| Second Grants Committee | The final project proposal, with full details of the costs, scale and design of trial are presented to the Grants Committee (example papers available on request). |
| DfE sign off | The EEF recommends to the DfE the projects to support through the Fund. Formal sign off does not occur until the DfE have confirmed their acceptance. |

Identifying potential trial areas

The focus of the Fund would be in the North of England and, as per the tender document, we would work with the DfE to identify suitable trial areas. Our approach to recruiting suitable schools and settings to take part in HLE projects would be threefold:

1. **To set recruitment criteria and targets for programme developers.** Delivery organisations often have good links with local schools, nurseries and community groups, and have experience of recruiting to their project as part of their standard operating model. Medium term, the ability of a project to recruit is an important sustainability factor.
2. **To work through the EEF's links in the North** to pair settings with appropriate projects. As well as a small EEF office in Durham, a number of EEF Research Schools are situated in the North, and these would be a key way of spreading knowledge about the Fund, supporting applicants and, in time, disseminating the results of what has worked.
3. **To use the networks of independent evaluators.** The EEF would also use evaluation partners to recruit schools and settings as many of these organisations – for example the National Foundation for Education Research – have substantial links in the sector and are a respected voice in the system.

This combination of approaches has demonstrated considerable success in the past: over 1,600 schools in the North have been recruited to EEF projects since 2011, and the region has also been the focus of activity under the first two EEF campaigns, concerning Teaching Assistants and Primary School Literacy, which together have involved over 1,000 schools so far.

We would also employ strategies for encouraging settings to continue to take part in the trials, even when they are allocated to the control group and will not receive the intervention. Waitlist designs, incentive payments and active control groups have been shown to work in ensuring we get good data from control schools to enable a robust study.

Commissioning and managing trials

Evaluation component

The EEF would use its established panel of 24 independent evaluators to identify those teams with the appropriate qualifications and experience to evaluate the trials. The panel includes leading evaluation teams from universities and research agencies, all of whom have had previous experience of running RCTs commissioned by the EEF. Entry to the panel is itself a competitive process, and only organisations that satisfy certain requirements – including the scrutiny of our Evaluation Advisory Group – are admitted.

Once shortlisted through the assessment process, project summaries would be circulated to the Panel and those interested would be asked to submit an expression of interest. The best of these would then go to full proposal stage and the evaluator selected through a competitive process. The scoring criteria used for assessing evaluation bids is available on request.

The EEF team would then work with the chosen independent evaluator, and the project delivery team, to design the RCTs. The devil here is in the detail, and the EEF, along with its evaluation partners, has developed considerable expertise in designing secure trials and anticipating likely pitfalls: as a result, the majority of our trials are now awarded 3 or more padlocks on our five point rating scale. We also suggest that in some circumstance, a Quasi-Experiment Design (QED)⁷ might be more appropriate than an RCT – although RCTs would always be our preferred option.

The EEF can draw on a range of financial benchmarks from previous trials to secure good value for money from both the project delivery teams and the independent evaluators. These costs would be clearly agreed upfront and payments only made once clear milestones have been met. These arrangements are captured in standard EEF grant agreements and accompanying documents which have been refined over the last six years – and can be further updated to suit the requirements of the Fund. As with current EEF projects, all evaluators would be asked to benchmark their costs under standard headings to allow for comparability and to promote transparency.

Our comprehensive resources for evaluation teams – including templates for protocols and analysis plans - can be found here: <https://educationendowmentfoundation.org.uk/projects-and-evaluation/evaluating-projects/evaluator-resources/>

Project delivery component

For a project – and particularly an RCT to run well – there needs to be good cooperation and shared expectations between the independent evaluator and the project delivery team. Each HLE trial would be overseen by an EEF programme manager and an EEF evaluation manager. Both teams have considerable experience of managing trials and have staff who have been with the EEF since the start. Indeed, amongst a portfolio of 160 plus projects, the EEF has so far had only three trials where the project been cancelled: in all cases due to issues recruiting enough schools, and in all cases we have been able to safeguard funds that would otherwise have been committed.

⁷ The EEF has undertaken commissioned some guidance on when an RCT may or may not be the most appropriate evaluation model:

https://educationendowmentfoundation.org.uk/public/files/Evaluation/Setting_up_an_Evaluation/EEF_CWSI_RESOURCE_FINAL_25.10.17.pdf

Key EEF monitoring resources, activities and controls include:

- **Agreements and milestones:** sets out the key conditions of the grant, payment schedule and milestones. Projects provide detailed updates against milestones on a quarterly basis to draw down payments. Payments are made in arrears on completion of milestones, and not more than 10% of cost is paid ahead of randomisation.
- **Delivery handbook:** a resource for all teams setting out advice on running RCTs, key EEF policies and approaches. Often we will put teams in touch with previous EEF grantees to share their experiences and advice (eg, of effective recruitment strategies). Our range of resources to support grantees are here:
<https://educationendowmentfoundation.org.uk/projects-and-evaluation/evaluating-projects/evaluation-information-for-grantees/>
- **Evaluation protocol:** a published document that sets out the project and evaluation plan in detail from the start – this ensures both teams have a shared agreement of the design, and key elements – and acts as reference point for monitoring throughout the project. Changes from the plan need to be agreed with EEF, and recorded through formal protocol amendments. Evaluation teams provide written progress updates to EEF.
- **On-going monitoring:** EEF is frequently in touch with grantees for updates on progress and in relation to completion of milestones. Progress tracking is increased at key risk points: during recruitment, pre-testing and post-testing (the three points where problems are most likely). During these phases we expect weekly updates from delivery and evaluation teams, eg, on numbers of schools recruited and data collected. Where problems emerge, these are discussed with EEF senior management, and reported to the Grants Committee, with planned actions to address the issue.
- **Project visits:** EEF will visit the project usually during the assessment and setup phase, again to attend a training event at intervention inception, and often also to visit a school receiving the intervention. DfE would be welcome to join such visits if interested.
- **Audit:** during the life of EEF grants, the programme manager and EEF's Finance Manager conduct a financial review to ensure that EEF funds are being spent correctly, and that the organisation has appropriate financial controls in place. This consists of a meeting with the grantee and review of its accounts and other key documentation. A report is produced for EEF's finance committee.

Publishing and disseminating results

To date, the EEF has published over 70 evaluation reports resulting from our projects in user-friendly formats. Our intention would be to extend this process to the new Fund: each evaluation report would be subject to an in-house technical review from our evaluation team, two independent, expert peer reviews would be commissioned and a consultation with the project delivery team would be undertaken, with comments incorporated as appropriate. As well as ensuring each report's technical rigour, a great deal of time would then be devoted to making sure the information is presented to non-experts (notably teachers and practitioners) in a way that is accessible and useful. This would include jointly drafting executive summaries with the evaluation teams, as well as dedicated web pages for each project.

The overall lessons from the Fund would also be incorporated into key EEF resources:

- Our Toolkit and Early Years Toolkit – used by up to two thirds of head teachers to inform their spending decisions, as well as users in nurseries, local and national government and other services
- Our list of Promising Programmes – a starting point for schools looking to buy in external Continuing Professional Development and interventions
- Our Guidance Reports – Practitioner-facing guidance on key areas of interest to teachers, parents and others, each of which is backed-up by a range of supporting resources (for example, on line courses, audit tools, staff presentations). A particular

opportunity would be to incorporate some of the emerging lessons from the Fund in the first and subsequent editions of our Parental Engagement report, due out in Autumn 2018 and which will be circulated to all schools in the country.

We would also run three large scale dissemination events in 2020/21 – two in the North, one in London – to promote the joint learning from the Fund to schools, charities and other commissioners and service providers.

Throughout the duration of the Fund we would also make the most of our links to the press and media, particularly key trade publications such as TES, Schools Week and Nursery World. The EEF has a good record of securing such coverage. In 2017:

- We undertook 14 major media events, including the publication of four batches of evaluation reports, our key stage 2 literacy guidance report, a literature review and the announcement of the EEF's expansion to post-16 education.
- Across broadcast, print and online media, we achieved over 750 pieces of coverage.
- Press coverage has had an average value of £250,000 per month or £3,000,000 per year with additional value for broadcast coverage.

Our intention would also be to take the most promising programmes emerging from the Fund and direct their growth to the areas of highest need with EEF resources. As per the approach outlined on page 3, this would include taking first stage trials (efficacy trials) to larger scale evaluation (effectiveness) trials; and taking larger scale trials to general scale-up. There are a number of examples of EEF having done this successfully in other areas: for instance, of the 23 projects the EEF funded in 2012 around literacy catch-up at the primary to secondary transition, the 6 most promising have been re-granted to in order to reach 55,000 additional pupils.

