**Request for Information for the SEND Information and Advice Service (January 2022)**

East Sussex County Council, Brighton and Hove City Council and the NHS East Sussex and Brighton and Hove Clinical Commissioning Groups (‘the commissioning partnership’) are required to retender the provision of its SEND (Special Educational Needs and Disability) Information and Advice Service.

Indicative Requirements (please note that these are subject (but unlikely) to change)

The contract will commence on 1st September 2022 and we are anticipating that this will be for an initial period of 3 years, with an extension option of 2 years. This has an indicative annual budget of £240,000

The Special Educational Needs and Disability (SEND) Code of Practice 0 – 25 (2015), sets out an expectation that children, parents and young people should be involved in the identification, assessment and decision making about the provision to meet special educational needs and disabilities.

The SEN and disability advice service is commissioned in accordance with the SEND Code of Practice to secure the provision of impartial, confidential and relevant information, advice and support to:

• the parents and carers of children and young people between 0 and 25 years who have, or may have, SEN or a disability

• children and young people who have, or may have, SEN or a disability

Support from the SEN and disability advice service will be about offering help to parents and carers and children and young people to help promote independence and self-advocacy, to enable them to work through things themselves, addressing their own needs and concerns and being their own voice.

The service will work with key partners in East Sussex and Brighton and Hove City Council to support children, young people and families and to improve the outcomes for children and young people. The service will:

* help ensure children, young people and their families have the understanding and knowledge needed to make good decisions and participate in decision making
* help families to help themselves and build resilience
* support the resolution of disagreements between the Local Authority, CCGs and families
* listen carefully to the views and experiences of children and young people and parents and carers in order to improve practice within the resources available

We are writing to all the Suppliers who have registered on the South East Shared Service Portal using the relevant classification codes and any additional suppliers and group networks to confirm their interest in tendering for this contract.

The following questions are to help us with planning our Evaluation Timetable, Specification and Budget planning. We would be grateful if you are able to take the time to answer the following:

Questions:

Supplier Name:

Contact Name:

Contact Email:

1. Are you interested in this tender opportunity?

 Yes[ ]  No[ ]

If you select ‘Yes’, please also answer questions below.

1. Does your organisation currently or has it ever provided directly delivered services to a SEND population?

Yes[ ]  No[ ]

 If yes, what was the service provided and where was it located?

1. Does your organisation use specific software to manage a client database?

Yes[ ]  No[ ]

If yes do you employ an expert to work with the software to provide data led quality assurance and produce reports?

Employed within business [ ]

Subcontracted to a separate company [ ]

1. Does your organisation currently or has it ever provided a 2-Tier or 2 Level Telephone Triage service where the 1st Tier / Level responded to general or basic enquiries and the 2nd Tier / Level responded to more complex enquiries?

Yes[ ]  No[ ]

If yes, what was the nature of the complexities?

1. Does your organisation have experience with SEND Education and Health Care Plans?

Yes[ ]  No[ ]

If yes, please give a brief description.

1. Does your organisation have experience with SEND Health Assessments/Diagnosis & accessing services?

Yes[ ]  No[ ]

If yes, please give a brief description

Please return this completed form to: mandi.edwards@eastsussex.gov.uk by the 11th February 2022 at the latest and thank you for your time.