

|  |  |
| --- | --- |
| **Number** | **Description** |
| STA - 0122 | Reception Baseline Quality Assurance |

**Clarifications - Questions and Responses**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Notes** |
| 1 | 22/04/15 |  |
|  |  |  |

| **Enquiry ID** | **Tenderer Question** | **STA Response** |
| --- | --- | --- |
| 1 | What methods are the current baseline test providers using to quality assure their tests? | The feedback from the suppliers was they wanted to protect their relationship with the schools so the Quality Assurance process is being carried out via this specific procurement. |
| 2 | Can you provide details of how many schools are using each of the assessment models?  | Yes, the details will be provided at the start up meeting. |
| 3 | What is a ‘small scale sample’? Can you give an indicative sample size?  | We have no preconceptions around this process. We are open to suggestions from suppliers. |
| 4 | What qualifications/experience should individuals undertaking the QA visits be expected to have? | No particular qualifications link to this role, understanding of working with schools and the school environment would be beneficial. |
| 5 | Is there a mechanism at the ‘model selection meeting’ to alter costs/contract price in response to amendments made by STA to QA models?  | Yes, there is. This is would be agreed part of the options selection process. |
| 6 | Will there be a template ‘checkpoint report’ provided? If not, what information does the STA want it to contain?  | STA will agree this with the supplier at start up meeting. Key content will be reviewing progress against milestones and any issues. |
| 7 | When will the STA confirm the final list of suppliers of the baseline assessment (currently suppliers need 10% of schools to sign up to their tests) | This will be confirmed on 3rd June and provided at the start up meeting. |
| 8 | When the STA supplies the list of schools which can take part in the sample, what information will be provided with the name of the school? i.e. will we know which school is carrying out which baseline assessment?  | Yes, STA will provide the name of school and DfE number. |
| 9 | How do the STA want the supplier to communicate the ‘QA visit plan’ (in what format and how should it be set out) and how frequent do they want this to be updated?  | This will be reviewed at fortnightly Check Point meetings. Format would be down to the supplier. |
| 10 | How many staff members in STA’s helpline require face to face training?  | Approx. 15 – 20 people |
| 11 | Can the STA give us access to each baseline assessment – such as the specification and an exemplar assessment in order to assist in QA model creation?  | Yes, once they have been confirmed. |
| 12 | Will the results of the baseline assessment be released to schools?  | Yes. |
| 13 | Will the number of models STA is seeking be reduced from 5 if the number of baseline suppliers who end up delivering the tests is less than expected e.g. 3 suppliers instead of the anticipated 6? | No the number of models required for review is not dependent on the number of suppliers delivering the Reception Baseline Assessment |
| 14 | Is there a minimum annual turnover required to meet the criteria for financial standing in the  ITT for Reception Baseline Assessments Quality Assurance.  | DfE is committed to removing barriers to Small and Medium sized Enterpise participation in its contracts. Key is having the capacity to meet the requirements  |