

ORDER FORM - Training partner for Early Years Covid Recovery: Childminder Mentors programme 2023-24

FROM

	SECRETARY OF STATE FOR EDUCATION
Service address:	Department for Education. Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT
Invoice address:	accountspayable.OCR@education.gov.uk
Authorised Representative:	Ref: Helen Simpson E-mail: [REDACTED]
Order number:	To be quoted on all correspondence relating to this Order: TBC
Order date:	TBC

TO

Contractor:	Hempsall Consultancies Limited (Registered number = 4746844)
For the attention of:	Kate Haythornthwaite
E-mail:	[REDACTED]
Telephone number:	[REDACTED]
Address:	Phoenix Square, Studio 2, 15 Morledge Street, Leicester, LE1 1TA

1. SERVICES REQUIREMENTS

(1.1) Services [and deliverables] required:

3.1. The Department for Education (DfE), currently delivers training for the Experts and Mentors Programme, aimed at supporting in the main, Private, Voluntary and Independent nurseries across England as part of the Early Years Education Recovery Programme (EYER).

3.2 From April 2023, the DfE is expanding this offer of support to childminders. This will require training to be re-designed and delivered to childminders. The content of the training must reflect the business needs and learning needs of the childminder sector.

3.3 N/A

3.4 The service to be delivered is to amend the existing training package to cater for the childminder sector, in line with the aims of the existing Expert and Mentors Programme. The provider will need to consider with due care, the differences between childminders and other education providers, and their different business and support needs and requirements, when planning and delivering the training. The existing training content is available on request, please request this via the Jaggear tendering system. Childminders were not in scope for the existing training partner contract.

3.5 We require some of the training to be delivered outside of normal working hours, to

accommodate childminder's diaries.

3.6 There will be 2 different roles in the programme that will require training (Area Lead and Mentor). More detail on these roles are outlined above in sections 1.8 and 1.9.

3.7 Training packages should be a mix of face-to-face and virtual learning and will need to ensure that they provide trainees with sufficient knowledge to be able to support childminders with varying needs, as listed below in 3.10.

3.8 DfE have also procured a delivery partner for the Childminder Mentor programme, who will recruit Area Leads and Mentors based on their knowledge and experience of the sector, ensuring adequate base knowledge of the sector is already held.

A: Utilise DfE's existing training content to design a range of high quality training packages to Area Leads and Mentors

3.9 Examples of training requirements covered by existing training material are outlined in above in the Background section.

3.10 The supplier will need to work at pace to adapt this existing material to acknowledge and show understanding of the different organisational needs of a childminder, compared to other early years settings, such a private nurseries etc. Differences include but are not limited to:

- Working hours
- Number of children in their care and ratio requirements
- Funding needs and availability
- How the EYFS is delivered and incorporated in their business
- Business types such as solo childminding, childminding with assistants, childminding groups, childminder agencies etc
- Networking opportunities or lack of depending on need/area/support
- Support available
- Perceptions/stereotypes

B: Organise a range of sessions across England (across different Government Office Regions) as set out below :

3.11 The supplier will be required to deliver the training through a range of face-to-face and virtual training sessions across the country to suit the needs of childminders, taking into consideration various times and dates, including evenings and weekends.

3.12 The following sessions must be organised as a minimum requirement:

a) Orientation Sessions - to prepare trainees (Area Leads and Mentors) for their upcoming training and give them the outline information of the programme. These should be face-to-face sessions, with a range provided to accommodate for different days or times, such as weekdays, evenings and Saturdays. A minimum of 2 sessions per previous Government Office region (GOR) should be arranged (9 regions across England).

b) Area Lead package of sessions (approximately 4 sessions) – to prepare Area Leads for their role in the programme to cover the majority of the requirements detailed above. These sessions should be virtual and 'bite-size' to account for Childminder's varied work schedules. There should be one suite of training (for example Area Lead session 1, Area Lead session 2 etc) per GOR.

c) Mentor package of sessions (approximately 4 sessions) – to prepare Mentors for their role in the programme and to cover the majority of the requirements detailed above. These sessions should be virtual and 'bite-size' to account for Childminder's varied work schedules. There should be one suite of training (for example Mentor session 1, Mentor session 2 etc) per GOR.

d) To follow, 1 face-to-face event per GOR to bring the learning together and allow learners (both Area Leads and Mentors) a chance to meet in person ahead of delivering their support. This should include an opportunity for trainees to consolidate learning, clarify any queries and ask additional questions.

e) For Area Leads only – 1 final online session (per GOR) to cover the additional requirements (noted above) of their role, to be delivered virtually.

3.13 We also require the supplier to allow for potential catch up/wash up sessions should they be required as part of the programme. This will be approximately 1 session per GOR region, to be delivered virtually.

3.14 We also require the supplier to provide support and co-ordination to Area Leads and Mentors, including supporting retention on the programme of these participants.

For more information, please see appendix 1.

(1.2) Service Commencement Date:

23 February 2023

(1.3) Price payable by Authority and payment profile:

The maximum value of this contract is £350,000 ex. VAT

VAT will be applied at the prevailing rate.

1. Payment Profile

See Appendix 4

2. Invoices shall be prepared by the Contractor monthly in arrears in line with values set out in the Table.

3. The Department shall accept and process for payment an electronic invoice submitted for payment by the Contractor where the invoice is undisputed and where it complies with the standard on electronic invoicing. For the purposes of this paragraph, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.

4. Invoices shall be sent, within 5 days of the dates listed in paragraph 1 electronically by email to accountspayable.OCR@education.gov.uk, quoting the Contract reference number. To request a statement, please email accountspayable.BC@education.gov.uk, quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from

the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.

5. If this Contract is terminated by the Department due to the Contractors insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.
6. On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.
7. The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Appendix 1.
8. It shall be the responsibility of the Contractor to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.

(1.4) Completion date (including any extension period or periods):

31 August 2024

The Department reserves the right at its on discretion to extend the term of this contract by up to 6 months.

2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS

(2.1) Supplemental requirements in addition to Call-off Terms:

N/A

(2.2) Variations to Call-off Terms:

Schedule 2a – See Appendix 3

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

(3.1) Name of the Professional(s) who will deliver the Services:

Contract manager, strategy, national roll-out, psychotherapist/coach:

James Hemsall OBE.

Training project manager, QA, safeguarding, EYFS lead, former childminder:

Kate Haythornthwaite.

Learner support, digital skills, administration:

[REDACTED]

Qualified training team, (containing childminding experts and former childminders):

[REDACTED]

(3.2) Performance standards:

See Appendix 1

(3.3) Location(s) at which the Services are to be provided:

See Appendix 1

(3.4) Quality standards:

See Appendix 1

(3.5) Contract monitoring arrangements:

See Appendix 1

(3.6) Management information and meetings

See Appendix 1

4. CONFIDENTIAL INFORMATION
<p>(4.1) The following information shall be deemed Confidential Information:</p> <p>N/A</p> <p>(4.2) Duration that the information shall be deemed Confidential Information:</p> <p>N/A</p>

BY ACCEPTING THIS ORDER IN REDIMO THE CONTRACTOR AGREES to enter a legally binding contract with the Authority to provide to the Authority the Services specified in this Order Form (together with the mini-competition order (additional requirements) set out in section 2 of this Order Form) incorporating the rights and obligations in the [Call-off Terms](#) set entered into by the Contractor and the Authority.

Appendix 1: Specification of Services

Requirements
Background
<p>1.1 The earliest years are the most crucial point of child development and attending early education lays the foundation for lifelong learning and supports children's personal, <u>social</u> and emotional development (PSED).</p> <p>1.2 The Government announced up to £153 million of new funding for training for early years staff to support the very youngest children's learning and development as part of education recovery from the pandemic.</p> <p>1.3 Within the package of support introduced for Early Years Education Recovery, the Department for Education (DfE) have designed the 'Experts and Mentors programme', focused on helping children who need it most, by supporting practitioners and leaders to address the impact of the pandemic on children in their settings.</p> <p>1.4 The existing Early Years Experts and Mentors programme aims to support settings most in need, to ensure we reach the most disadvantaged, as well as settings where practice is poor. As of September 2022, the Early Years Experts and Mentors programme is live and supporting settings across the country. The current programme supports predominately Private, <u>Voluntary</u> or Independent (PVI) nursery settings. In some cases, it will also support maintained nursey schools and school-based nurseries.</p> <p>1.5 We are now looking to expand this offer of support to childminders. To do so, are providing a new strand of the Experts and Mentors programme, exclusively for childminders. This Childminder Mentor programme will run from mid-April 2023 - August 2024, covering four academic terms.</p> <p>1.6 The childminder programme will be based on peer-to-peer support. We will look to recruit those with current or recent experience of childminding to offer support to other childminders who can most benefit, in a small cluster/group scenario. The support provided by this programme will be predominately virtual but will include some flexibility to allow childminders to meet face-to-face, if feasible for all involved. This recruitment is provided by an external delivery partner and is not part of this tendering process.</p> <p>1.7 The DfE will be looking to recruit and then train childminders to fulfil the roles of 'Mentor' and 'Area Lead'. Both roles will involve supporting one cluster/group of between 2-4 childminders, per academic term. Each term, the Mentor and Area Lead will move on to support new childminders. The recruitment will be conducted by a separate Delivery Partner.</p> <p>1.8 Examples of activities that the Mentor will deliver may include, but are not limited to:</p> <ul style="list-style-type: none"> Supporting childminders to identify strengths and weaknesses within their practice and providing advice, guidance and suggestions to enable improvements in their <u>practice</u> Supporting childminders through new DfE Early Years online child development training Supporting childminders to identify children most impacted by the COVID-19 pandemic, including those with significant time out of the setting (or with limited home learning support) and advising how they can be best <u>supported</u> Supporting childminders with implementation of the reformed Early Years Foundation Stage Framework 2021 (EYFS) <p>1.9 In addition to supporting their cluster of childminders, Area Leads will be allocated <u>a number of</u> Mentors to support. These additional activities that the Area Lead will deliver may include, but are not limited to:</p> <ul style="list-style-type: none"> Providing advice to their allocated Mentors on having effective and constructive discussions with the practitioners they support (mentees) Being a sounding board for their allocated Mentors, where there are issues or blockers to the planned support, offering guidance to help overcome any <u>issues</u>

- Encouraging their allocated Mentors to network after the programme and supporting them on how to do this

1.10 To support the new Childminder Mentor programme, the department are looking to procure a training partner. The main role of the training partner will be to amend our existing Experts and Mentors training for the childminder audience including adding additional specific childminder content. This training partner will deliver this to our childminder cohort, ensuring high-quality training is provided to all involved, to allow them to flourish in their roles outlined above as coaches and/or mentors. Please see the detailed requirements section below, which outlines these responsibilities. This will be delivered both virtually and face-to-face.

1.11 The successful supplier will utilise existing content from the current DfE Experts and Mentors Programme. Please note, therefore, we do not require the supplier to design their own new training content. This will help ensure consistency across the programme and allow for high quality development of the existing content in short time frames.

1.12 The expansion of the programme to include a dedicated offer for childminders provides an exciting opportunity for organisations with expertise in the early years childminding sector to make a real difference to childminders and the children they care for and educate. This expertise will be beneficial to meet the requirements of the contract.

1.13 The training partner will have the opportunity to develop working relationships with representatives who have the common aim of improving standards for children following the Covid-19 pandemic. This includes the Department for Education, the appointed delivery partner, Local Authorities, new Early Years Stronger Practice Hubs and childminders from across the country.

Mandatory Requirements

2.1 As part of this RFQ, there are a number of specific requirements which must be met. These can be found within the evaluation sections of Jaggaer. Please note that the Authority may at its absolute discretion refuse to consider your quotation depending on your response to these requirements.

1. The Organisation has the capacity to deliver against the specified deliverables in the required timescales from the Contract Start Date.
2. The Organisation has or will obtain prior to the commencement of the contract, the Public Liability Insurance levels of insurance indicated below:

Public Liability Insurance = £1,000,000
3. The Organisation agrees to put at risk a maximum of 15% of any monthly charges against the non- or under-achievement of the KPIs?
4. The Organisation commits to complying with the Cyber Essentials scheme, particularly but not exclusively in relation to the use of online meeting platforms?

Detailed Requirements
Quality
<p>Context:</p> <p>3.1. The Department for Education (DfE), currently delivers training for the Experts and Mentors Programme, aimed at supporting in the main, Private, Voluntary and Independent nurseries across England as part of the Early Years Education Recovery Programme (EYER).</p> <p>3.2 From April 2023, the DfE is expanding this offer of support to childminders. This will require training to be re-designed and delivered to childminders. The content of the training must reflect the business needs and learning needs of the childminder sector.</p> <p>3.3 We expect the cost of this training partner contract to range between £300,000 and £350,000, excluding VAT.</p> <p>3.4 The service to be delivered is to amend the existing training package to cater for the childminder sector, in line with the aims of the existing Expert and Mentors Programme. The provider will need to consider with due care, the differences between childminders and other education providers, and their different business and support needs and requirements, when planning and delivering the training. The existing training content is available on request, please request this via the Jaggar tendering system. Childminders were not in scope for the existing training partner contract.</p> <p>3.5 We require some of the training to be delivered outside of normal working hours, to accommodate childminder's diaries.</p> <p>3.6 There will be 2 different roles in the programme that will require training (Area Lead and Mentor). More detail on these roles <u>are</u> outlined above in sections 1.8 and 1.9.</p> <p>3.7 Training packages should be a mix of face-to-face and virtual learning and will need to ensure that they provide trainees with sufficient knowledge to be able to support childminders with varying needs, as listed below in 3.10.</p> <p>3.8 DfE have also procured a delivery partner for the Childminder Mentor programme, who will recruit Area Leads and Mentors based on their knowledge and experience of the sector, ensuring adequate base knowledge of the sector is already held.</p> <p><u>A: Utilise DfE's existing training content to design a range of high quality training packages to Area Leads and Mentors</u></p> <p>3.9 Examples of training requirements covered by existing training material are outlined in above in the Background section.</p> <p>3.10 The supplier will need to work at pace to adapt this existing material to acknowledge and show understanding of the different organisational needs of a childminder, compared to other early years settings, such a <u>private nurseries</u> etc. Differences include but are not limited to:</p> <ul style="list-style-type: none"> - Working hours - Number of children in their care and ratio requirements - Funding needs and availability - How the EYFS is delivered and incorporated in their business - Business types such as solo childminding, childminding with assistants, childminding groups, childminder agencies etc - Networking opportunities or lack of depending on need/area/<u>support</u> - Support <u>available</u> - Perceptions/stereotypes <p><u>B: Organise a range of sessions across England (across different Government Office</u></p>

Regions) as set out below :

- 3.11 The supplier will be required to deliver the training through a range of face-to-face and virtual training sessions across the country to suit the needs of childminders, taking into consideration various times and dates, including evenings and weekends.
- 3.12 The following sessions must be organised as a minimum requirement:
- a) Orientation Sessions - to prepare trainees (Area Leads and Mentors) for their upcoming training and give them the outline information of the programme. These should be face-to-face sessions, with a range provided to accommodate for different days or times, such as weekdays, evenings and Saturdays. A minimum of 2 sessions per previous Government Office region (GOR) should be arranged (9 regions across England).
 - b) Area Lead package of sessions (approximately 4 sessions) – to prepare Area Leads for their role in the programme to cover the majority of the requirements detailed above. These sessions should be virtual and 'bite-size' to account for Childminder's varied work schedules. There should be one suite of training (for example Area Lead session 1, Area Lead session 2 etc) per GOR.
 - c) Mentor package of sessions (approximately 4 sessions) – to prepare Mentors for their role in the programme and to cover the majority of the requirements detailed above. These sessions should be virtual and 'bite-size' to account for Childminder's varied work schedules. There should be one suite of training (for example Mentor session 1, Mentor session 2 etc) per GOR.
 - d) To follow, 1 face-to-face event per GOR to bring the learning together and allow learners (both Area Leads and Mentors) a chance to meet in person ahead of delivering their support. This should include an opportunity for trainees to consolidate learning, clarify any queries and ask additional questions.
 - e) For Area Leads only – 1 final online session (per GOR) to cover the additional requirements (noted above) of their role, to be delivered virtually.
- 3.13 We also require the supplier to allow for potential catch up/wash up sessions should they be required as part of the programme. This will be approximately 1 session per GOR region, to be delivered virtually.
- 3.14 We also require the supplier to provide support and co-ordination to Area Leads and Mentors, including supporting retention on the programme of these participants.
- 3.15 **Please note: we would expect training to commence in March, and completion of core suite of training by end April 2023.**
- 3.16 **Performance management:**
- 3.17 We have provided anticipated KPI's below as a minimum standard, to be confirmed within 10 days of proposal, if additional KPI's are required.

KPI	Measurement Period	Performance Measure	Service Period	Monitoring method	Performance Objective/ Service Credit applied
Design effective training for 9 regions to be delivered in March and April-	Bi-monthly	Content is regularly overseen by DfE and key stakeholders and approved.	Contract commencement date to 31st Aug 2024	Twice Monthly MI	5% reduction of respective quarterly payment if

2023 within the agreed time frame					training is not designed within the agreed time frame
Deliver and facilitate face to face training to a minimum of 188 and a maximum of 400 mentors and a minimum of 40 and a maximum of 80 Area Leads.	Bi-monthly	<p>Trainees feel adequately equipped to commence duties. Evaluations gathered by supplier from trainees as to quality and effectiveness of training. The supplier should deliver the number of workshops outlined in their bid, ensuring that each GOR has access to at least one dedicated events for area leads and one for mentors. At least 60% of attendees respond to the post-event survey.</p> <p>90% of respondents rate the training delivery (content covered, engagement etc) at least 'satisfactory'</p> <p>75% of respondents rate the training delivery (content covered, engagement etc) and agenda items at least 'good'.</p>	Contract commencement date to 31st Aug 2024	<p>Monthly MI</p> <p>Evaluation forms must be pre agreed with the department issued to all attendees at each event.</p>	5% reduction of respective quarterly payment if target not reached.
Organise and deliver effective wash up training events for extra mentors or area leads which may need to be recruited due to attrition during the life of the contract.	Quarterly	<p>Trainees feel adequately equipped to commence duties. Evaluations gathered by supplier from trainees as to quality and effectiveness of training. 'The Contractor should deliver the number of workshops outlined in their bid, ensuring that each GOR has access to at least one dedicated event for their area '</p> <p>At least 60% of attendees respond to the post-event survey.</p> <p>90% of respondents rate the training delivery (content covered, engagement etc) at least '<u>satisfactory</u>'</p> <p>75% of respondents rate the training delivery (content</p>	Contract commencement date to 31st Aug 2024	<p>Monthly MI</p> <p>Evaluation forms must be pre agreed with the department issued to all attendees at each event.</p>	5% reduction of respective quarterly payment if any one or more of the 3 measures aren't achieved.

		covered, engagement etc) and agenda items at least 'good'			
Timescales					
<p>4.1 The successful supplier would be expected to utilise existing training content from the Experts and Mentors Programme, that they will adapt/enhance to reflect the nature of childminding as a business in the sector, ready to begin delivery of training during February and March. There may be some contingency for training to extend into April if required due to these short timescales, this will need to be agreed with DfE prior to confirmed timetabling.</p> <p>4.2 Dates will need to be provided to our delivery partner and candidates in advance to allow sufficient time to inform candidates of training dates available.</p> <p>4.3 Please also note, there is an expectation for some sessions to run on evenings/weekends to accommodate the candidates due to the nature of their work/hours.</p>					
*The timescale below applies from contract commencement date to the end of the first term for the Childminder programme. A similar timescale will be applied for future terms.					
Output			Date		
Delivery partner to match all candidates to a local authority area, and to childminders needing support (assisting where needed in creating clusters of between 2-4 childminders, within the same geographical area).			Mid-February – end of March 2023		
Training partner to confirm training delivery timetable with DfE			Completed by End of January – Early Feb		
Training partner to provide draft content for review to DfE			Early February 2023		
Training partner to finalise training content with DfE and venues confirmed			Completed by end February 2023		
Training partner to deliver training to successful candidates			March and April 2023		
Delivery partner (separate) to notify candidates of their matched clusters/who they will be supporting and; Delivery partner to notify selected childminders that they will be receiving support from beginning of May			Completed in early April 2023		

Childminder programme commences (Area Leads and Mentors to begin providing support)	Beginning of May 2023
Training partner to schedule and deliver wash up sessions where required (usually end of term ready for next term)	May-June 2023
Delivery partner to collect feedback from all candidates and confirm they will continue on the programme for the following term.	Completed by beginning of July 2023
Delivery partner to collect management information and other feedback from all candidates, and the childminders receiving support through the programme. Delivery partner to share this with DfE.	Early July 2023 – End of August 2023
Initial Contract end date	31 August 2024

Place

5.1 Training sessions are expected to be delivered across a range of GOR across England, with a mixture of online and face-to-face sessions available in each region.

5.2 A list of minimum expected activities is outlined below (this list is not exhaustive):

- f) Orientation Session to prepare trainees for their upcoming training and give them the outline information of the programme – these should be face to face and a range should be provided for different days or times such as weekdays and Saturdays. A minimum of 2 sessions per previous GOR (9 regions)
- g) A package of sessions (approx. four sessions per role) to cover the majority of the requirements detailed above – we envisage these will be virtual and 'bite-size' to account for childminders' varied work schedules. There should be one suite of training per role per GOR.
- h) To follow, one face to face event per GOR to bring the learning together for all and allow participants a chance to meet in person ahead of delivering their support. This should include an opportunity for trainees to consolidate learning, clarify and queries and ask any additional questions.
- i) For area leads, one final online session (per GOR) to cover the additional requirements (noted above) of their role, to be delivered virtually.

5.3 We also require the supplier to allow for potential catch up/wash up sessions should they be required as part of the programme, approximately one per GOR region, to be delivered virtually.

5.4 We also require the supplier to provide support and co-ordination to area leads and mentors, including supporting retention on the programme of these participants.

5.5 Please note: we would expect training to commence in Early March at the latest, aiming for completion of main elements by end March 2023.

Quantity

6.1 Numbers of Mentors/Area Leads:

- We are now opting to recruit a **minimum** of 188 Mentors and 40 Area Leads (split across different government office regions (GORs).
- It is intended that Area Leads will support around 4/5 Mentors each.
- This gives us a total minimum target of 228 candidates (Area Leads and Mentors) to recruit through EOIs. **Our expected maximum target to ensure sufficient coverage for future attrition would be to cover a total of 400 Mentors and 80 Area Leads.**

Minimum Numbers:

GOR	Number of LAs per GOR	Mentors per GOR (+1 Mentor in each LA)	Area Leads per GOR (roughly 1 AL to 4/5 Mentors)
East Midlands	10	14	3
East of England	11	15	3
London	33	37	7
North East	12	16	4
North West	23	27	6
South East	19	23	5
South West	15	19	4
West Midlands	14	18	4
Yorkshire and the Humber	15	19	4
Total	152	188	40

Data Handling

The successful supplier will be required to adhere to the Data security and General Data Protection Regulation clauses set out in the ECSC Terms and Conditions and the Draft Call-off order form. Please ensure you have read these prior to submitting your bid, as these terms will not be negotiated post-tender.

Attachments

The following attachments should be read in conjunction with this RFQ. These can be downloaded via Redimo2:

- Draft call-off order form

<ul style="list-style-type: none"> ➤ Appendix 1 - Cost Matrix template ➤ Example materials 			
Evaluation Process and criteria			
All quotations received will be evaluated against the evaluation criteria and scoring methodology as stated within this RFQ and Jaggaer.			
<p>The evaluation criteria for each of the questions, within each evaluation section, are detailed below along with the weighting to be applied.</p> <p>Item Prices are evaluated using the following equation: $(1 - (\text{Price Quoted} - \text{Lowest Price Quoted}) / \text{Lowest Price Quoted}) * 100$. Please note that Item Prices are weighted at 20% of the overall score, Technical Requirements are weighted as 80% of the Overall Score.</p>			
Evaluation Scoring Matrix			
Responses will be scored on a 6 point scale and evaluators will use this to assign a score to each evaluation question response.			
Score	Guidance		
0	No quotation/response provided in response to the question via Jaggaer.		
1	The response meets less than half the stated requirement.		
2	The response meets some but not all the stated requirement.		
3	The response fully meets the stated requirement. Any additional offering is deemed to be of little or no benefit to the Authority		
4	The response fully meets the stated requirement and provides evidence of some added value which would bring specific benefit to the Authority.		
5	The response fully meets the stated requirement and provides evidence of exceptional added value which would bring significant benefit to the Authority.		
<p>The Authority expressly reserves the right to:</p> <ul style="list-style-type: none"> ➤ clarify costing models and assumptions for prices <u>quoted</u> ➤ clarify information provided in a response and may seek independent advice to validate information declared or to assist in the <u>evaluation</u> ➤ cancel the RFQ process and reject all quotations at any time prior to award of a contract without incurring any <u>liability</u> ➤ may at its absolute discretion, refuse to consider a quotation depending on the answers given to the mandatory requirements. 			
<table> <tr> <td>Evaluation Section 1: Mandatory Requirements</td><td>Section Weighting: 0%</td></tr> </table>		Evaluation Section 1: Mandatory Requirements	Section Weighting: 0%
Evaluation Section 1: Mandatory Requirements	Section Weighting: 0%		
Ref	Question(s)		
The Authority will check your capacity for any live contracts and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity.			

1.1	Please confirm you have read and accept the Terms and Conditions set out in Documents: DPS Membership Agreement and DPS Call off Terms and Conditions, which can be found within the attachments for this tender. I confirm/I do not confirm
1.2	Do you have the capacity to meet the requirement set out in this RFQ?? Yes/No
1.3	Please confirm that you already have, or will commit to obtain, prior to the commencement of the contract, the Public Liability Insurance levels of insurance indicated below: Public Liability Insurance = £1,000,000 I confirm/I do not <u>confirm</u>
1.4	Do you agree to put at risk a maximum of 15% of any interventional payments against the non- or under-achievement of the KPIs? Yes/No
1.5	Do you commit to complying with the Cyber Essentials scheme, particularly but not exclusively in relation to the use of online meeting platforms? Yes/No

Please provide an answer for each question explicitly. References to answers in other questions/sections may not be considered, and could result in a lower score being applied.

Evaluators cannot take into account previous knowledge of your delivery unless it is included in your quotation, therefore please be explicit about outcomes you have delivered and provide clear evidence and examples of your skills and experience.

Only upload the information requested and where directed to do so. Any additional documentation will not be evaluated.

The Authority may at its absolute discretion refuse to consider a quotation if the score achieved in the Technical Requirements section is lower than 60%.

Evaluation scores will be calculated in the following way:

Price score (max. 20%) + technical score (max. 80%) = maximum score of 100%

Evaluation Section 2: Technical Requirements			Section Weighting: 70%
Ref	Question(s)	Look Fors	Question weight
2.1	<p><u>Programme Team</u> Please outline your proposed team.</p> <p><i>Please limit your response to 1000 words.</i></p>	<ul style="list-style-type: none"> Evidence of a suitably experienced and well-resourced team including support services to attendees/candidates, which should include any experience of technical and digital skills Reassurance of how the contractor will sufficiently and flexibly resource this contract, whilst also offering value for money. Strong examples of successfully administering and facilitating face to 	10%

		<p>face training events and good experience of delivering virtual events, particularly any within the early years sector and in particular for childminders.</p> <ul style="list-style-type: none"> • Evidence the design and delivery teams have a clear understanding of the early years sector and in particular childminders, including the reformed EYFS and the impact of COVID-19 on both children and settings. • Experience of adapting content for delivery to a range of audiences and abilities • An ability to respond quickly to unexpected change, such as moving a face-to-face session to virtual at very short notice. • Evidence the team has an understanding of coaching techniques. 	
2.2	<p><u>Project Plan for Delivery of the contract</u></p> <p>Please detail your proposed plan for delivering this project within the time constraints.</p> <p><i>Please limit your response to 1000 words.</i></p>	<ul style="list-style-type: none"> • A timeline for delivery of content for review along with timeline of training events between February and April 2023, with the majority of events to take place in March 2023. • Evidence that you would be ready to deliver this project quickly in the short time available including: <ul style="list-style-type: none"> ○ Details of any experience in utilising and adapting existing content ○ Details of the format you would use to deliver content and how you aim to engage the trainee and ensure content and venues are accessible. ○ Details of the systems you intend to use and their capability – including compliance with technical standards and governance as laid out in Annex A. • Timescales to mobilise the project team and /or resources, • An outline of the key risks associated with this project, detailing appropriate mitigations and contingency measures in the event. 	10%
2.3	<p><u>Knowledge of the Early Years Sector and Childminding</u></p> <p>Please outline your organisation's background and standing within the early years sector.</p> <p><i>Please limit your response to 1000 words.</i></p>	<ul style="list-style-type: none"> • Evidence of an in depth understanding of child development, the benefits of the EYFS reforms and the impact of COVID-19 on early years children and settings (<u>particular</u> the childminding sector). • Evidence of your standing, visibility and reputation in the early years sector. • Evidence of an understanding of the challenges facing the sector in accessing training and support. 	20%

		<ul style="list-style-type: none"> Evidence of an understanding of the variety and differences of the sector. 	
2.4	<p><u>Session Content</u></p> <p>Please set out your plans for delivery across the range of training, specifying how your training will vary between mentors and area leads.</p> <p><i>Please limit your response to 850 words.</i></p>	<ul style="list-style-type: none"> How the session will be structured Proposed content alterations and <u>additions</u> How you will ensure the session is interactive How will you ensure trainees have sufficient skills to provide good quality coaching and <u>mentoring</u> How you will ensure trainees have adequate child development knowledge for 0-5 and beyond How you would use experience of the project team to shape the delivery of this project The materials you will use or adapt (for example slide packs) How you will ensure content is accessible to all potential participants How you will capture outputs such as evaluations and report these back to DfE 	20%
2.5	<p><u>Measuring Success</u></p> <p>Please set out how you would evaluate your performance against the programme requirements and how you would collate feedback and statistics to inform future DfE work in this area.</p> <p><i>Please limit your response to 600 words.</i></p>	<ul style="list-style-type: none"> Your approach to gathering statistics and feedback from trainees. Details of how you would collate feedback from users and evaluate any events delivered as part of the contract. How you will build feedback into your delivery plan to continually improve the service being delivered to trainees. How you will monitor the KPIs outlined in the specification requirements A commitment to pass on information gathered to the Department's contract manager to monitor success and inform future work in this area. 	10%
Evaluation Section 3: Social Value			Section Weighting: 10%
Ref	Question		
3.1	<p><u>Social value – COVID-19 recovery</u></p> <p>Describe how your organisation would help local communities to manage and recover from the impact of COVID-19?</p> <p><i>Please limit your response to 600 words</i></p>	<ul style="list-style-type: none"> Support people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. Support organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. Support the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. Improve workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions 	10%
Evaluation Section 4: Further information			Section Weighting: 0%

Ref	Question
4.1	Are you classed as a Small or Medium Enterprise (SME)?
4.2	Please confirm that all monies you receive in respect of contract(s) you have with the Authority are being paid into your company bank account.
4.3	Please select your trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other
4.4	Please provide your company registration number or relevant registered number for if you are a charity etc.
Evaluation Section5: Item Prices Section Weighting: 20%	
Ref	Question
5.1	Please quote an indicative quotation for the provision of the stated services based on the quantities indicated. These services will be paid quarterly in line with the fixed costings agreed and variable costs accrued over the respective period. Item Prices are evaluated using the following equation: $(1 - (\text{Price Quoted} - \text{Lowest Price Quoted}) / \text{Lowest Price Quoted}) * 100$.
5.2	To support your response to question 5.1, please provide a completed cost matrix (Appendix 1)
Timelines	
RFQ published	24/01/23
Deadline for submitting your RFQ response	09:00 on 06/02/2021
Notification to bidders of result	13/02/2022
Contract start date	14/02/2022
Contract expiry date	31/08/2024
Special Conditions	
The Call-Off Terms will form part of the contract with the successful Supplier. A copy of these can be found in Jaggaer (see <i>ITT_2015 EY Recovery Experts and Mentors Programme – Childminder training partner ITT</i>). A final version will be issued to the successful associate upon acceptance of their quotation.	

Contract Management

- 5.1 The contractor will be required to develop a contract management/implementation plan within two weeks of contract signature which will be effective from the date for its approval which the Supplier shall then comply with. The plan must reflect requirements on the training partner and other specified parties to this programme. If DfE does not approve the contract management plan, it shall provide the reasons why and, upon receipt, the Supplier shall update the plan to address DfE's reasons and re-submit an updated draft to DfE for its approval.
- 5.2 The Supplier's day-to-day contact with DfE will be with the Early Years Covid Recovery Experts and Mentor team. Ultimate responsibility for the scheme will sit with the Senior Responsible Officer (SRO) of the same team.
- 5.3 The Supplier shall attend, as a minimum, regular Keep in Touch (KIT) meetings and quarterly review meetings with DfE, to discuss progress and any issues. Meetings may be held virtually using Microsoft Teams or in DfE's offices (as agreed between the parties at the time).

Appendix 2: Tender



Tender.docx

Appendix 3: Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:
Emma Wharram; emma.wharram@education.gov.uk
2. The contact details of the Processor's Data Protection Officer are:
Jo Chapman; [REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with the DPS Call-off terms.
Subject matter of the processing	Candidates who have applied to act in the capacity of an Area Lead or Mentor as part of the EY Recovery Childminder Mentor Programme. Suppliers that the contractor will work with as part of the programme.
Duration of the processing	The entire term of the contract
Nature and purposes of the processing	To organise and communicate role specific training to selected delegates, handling contact details between DfE, delegates and our other partners/suppliers to ensure candidates are able to attend the training event venues and/or providing virtual event information/links where events may be held virtually and supporting the management/checking of delegate attendance.
Type of Personal Data	Name, email address, contact telephone number.

Categories of Data Subject	Personal data of Job Applicants
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Data will not need to be preserved after the contract has ended. Data will be returned to DfE prior to contract end date and then securely destroyed or permanently deleted by the contracted supplier either on the contract end date or sooner if requested by DfE to do so. The destruction of data must be confirmed to the DfE once this has been completed.

Appendix 4 – Indicative cost profiles



Cost%20Matrix.xlsx