



Department
for Education

Educational and Children's Social Care Professionals Handbook

September 2017

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Background

In order for the Department for Education to continue to operate in a value driven and consistent way with its stakeholders, the Educational and Children's Social Care Professionals (ECSC) DPS (Dynamic Purchasing System) has been developed.

This DPS will allow the department to effectively engage with a range of professionals across a variety of roles. The department is therefore focused on delivering value-for-money and ensuring it reaches the required quality threshold.

For further information, please see the Invitation to Participate document.

Fees and VAT

To support ongoing engagement of Professional Education Service Providers in a way that is acceptable in the current climate, a daily rate threshold has been set by the department.

Professional Associates will be invited to submit tenders, excluding VAT, that are either:

- total fixed price inclusive of all costs for the services to be provided, or
- Unit rate (e.g. daily, hourly) including expenses for services to be provided.

The Professional Education Services provider will be asked to state within their tender response where VAT applies to their services. The daily rate band which tenders and quotes must fall within is as below:

Band A: a daily rate of £0-£800 including expenses and all other costs, and excluding VAT. Other than in exceptional cases – see below.

Band B: a daily rate of £0-£600 including expenses and all other costs, and excluding VAT. Other than in exceptional cases – see below.

Band C: a fixed rate of a maximum of £450,000 for a maximum of 12 months work, including expenses and all other costs, and excluding VAT.

Band A includes:

- Children's services commissioners
- Evaluators
- Researchers

Band B includes:

- Assessors
- Brokers
- Children's social care intervention advisers
- Coaches
- Development of practitioner networks
- Facilitators
- Mentors
- Practitioners
- Programme design and development
- Quality assurance
- Speakers
- Operational development and delivery
- Trainers
- Writers
- Finance and Governance advice
- Curriculum Subject Matter Experts for Educational Settings Services.

This means that the maximum daily rate (inclusive of all costs) to be charged by associates for their services that the department will accept in any tenders, either under mini-competitions within the Educational and Children's Social Care Professionals DPS or any other tender process, is £800 for Band A services and £600 for Band B services. Any tenders submitted which exceed this daily rate will be regarded as non-compliant and will therefore be rejected.

Band C includes:

- Legal services
- Due diligence services

Expenses

From 9 August 2010, under any contract with the department, whether via the Educational and Children's Social Care Professionals DPS or otherwise, expenses will be included within the fee, in line with market practice. As a result, associates will not be able to claim additional expenses.

However, in exceptional circumstances expenses may be payable. Where it is agreed some expenses can be paid by the department this will be detailed within the relevant department tender documents. Any expenses that can be claimed will be in accordance with the DfE Expenses Policy.

What does this mean for Professional Associates?

The majority of department Professional Education Services activity will be competitively sourced using the Educational and Children's Social Care Professionals DPS. This means that associates will have visibility of RFQ via the Jaggaer system and will be invited to submit quotes. The department will evaluate quotes to ensure they meet the mandatory technical requirements (e.g. relevance of experience, location of delivery), and the Professional Education Service provider who meets the required technical level and offers best value in terms of price will be awarded the contract.

Expectations of Professional Associates

More detailed guidance on tax assurance requirements can be found [HERE](#).

All participant information should be kept up-to-date and it is the participant's responsibility to ensure this information is refreshed as necessary.

It is a standard requirement that participants will be subject to contract/performance reviews.

Service Level Agreement

After the initial admissions period, ongoing Service Level Agreements are as follows:

Completed registration on the system to becoming DfE registered: 3 days

Application to join the ECSC DPS to admission onto the DPS: 3 days

Skill Sets

Please find below, a table listing the currently available skill sets for the ECSC DPS, a description of the skills required and the category code applicable within the Jaggaer system:

Skill Sets		
Skill	Skill Description	Category Code
Assessor	Individual assessment and interview within programmes	ECSC01
Broker	Individual at the operational level developing and negotiating inter-organisational relationships including individual to organisational and individual to individual relationships	ECSC02
Children's Services Commissioners	Individual appointed by the Secretary of State for Education to direct improvement arrangements where local authority children's services are inadequate. Individuals may also produce assessments of whether those services should be removed from local authority control, and, where this is the case, oversee the transfer of those services to a children's services trust.	ECSC16
Children's Social Care Intervention Advisers	Individual(s) who will work with local authorities in improving children's services where local arrangements for delivering those services are inadequate. Work may include: producing diagnostic reports; developing robust quality assurance mechanisms; building social care capacity; analysing a range of quantitative and qualitative data to assess improvement capability and progress; challenging senior leadership to make the changes necessary to secure improvement.	ECSC17
Financial and Governance Advice	Individual(s) who will work with Children's Services Trusts where advice on finance and governance arrangements is needed. Work may include: supporting Trusts to develop robust, realistic and achievable plans to continue to improve their corporate governance, financial stability and strategic partnerships.	ECSC 18
Due Diligence Services	Individual(s) providing access to the provision of due diligence which will cover project arrangements, finance systems and VAT advice to set up alternative delivery models, in particular trusts.	ECSC 19
Legal Services	Individual(s) providing access to the provision of strategic advice for the setting up of alternative delivery models, in particular trusts, which involves drafting key services contracts, legal advice and a full range of corporate, commercial and related legal services	ECSC 20
Coach	Individual directly supporting personal and professional development (leadership) by unlocking a person's ability to maximise their own performance and helping them to learn rather than teaching them	ECSC03
Developer of Practitioner Networks	Individual identifying a local need and developing relationships between individuals and organisations to deliver fit for purpose solutions	ECSC04



Skill Sets		
Skill	Skill Description	Category Code
Evaluator	Individual who, through their specialist knowledge of these specific sectors, can deliver and apply models of evaluation to operational requirements	ECSC05
Facilitator	Individual who manages other individuals or groups of people to understand the requirements and develops them with plans/solutions to deliver their leadership objectives and achieve mutually pursued goals	ECSC06
Mentor	Individual who is able to encourage and enable learning based on their own operational experience, and subsequently empowers another individual to success within their own working environment	ECSC07
Practitioner	Individual who is specifically a serving leader (or ex-serving leader) within their setting with the ability to share and deliver knowledge and practice to others	ECSC08
Programme Design and Development	Individual who can apply at an operational level their understanding of adult learning and leadership development to the design and development of programmes	ECSC09
Quality Assurance	Individual who undertakes operational activities intended to establish confidence that quality requirements will be/are met	ECSC10
Researcher	Individual who has a thorough understanding of and can apply that knowledge in undertaking research	ECSC11
Speaker	Individual with an ability to enthuse and engage audiences, to support the development of national, regional and local strategies and development	ECSC12
Operational development and Delivery	Individual who can apply their understanding of national policy and system to support the development of national, regional and local strategies and solutions	ECSC13
Trainer	Individual with subject specific expertise that can be applied to the operational environment who can impart this knowledge to participants	ECSC14
Writer	Individual who can write content that supports operational delivery in the education sector	ECSC15
Curriculum Subject Matter Experts for Educational Settings Services	Individual(s) with subject specific expertise that can be used to assess, support the creation/development and advise on delivery and operation of National Curriculum Subject Matter Experts for Early Years Foundation through to Key Stage 5, and Further Education settings covering technical and applied qualifications.	ECSC 21

Evidence that may be required at the competition stage includes certificates/qualifications applicable to the role, previous experience and/or samples of work.

Call-off Process

Tender opportunities will be advertised to professionals who have indicated the relevant categories via Jaggaer.

Participants are then able to submit bids via the system. For more information, please see the Jaggaer Supplier Guidance – tendering in Jaggaer document.

The most economically advantageous tender is selected, as per the example shown in the section below.

What next?

- You can apply for the Educational and Children's Social Care Professionals DPS via Jaggaer, more information about the Educational and Children's Social Care Professionals DPS is available on GOV.UK.
- To ensure you have visibility of opportunities to engage in professional associate activity with the department please maintain & manage your organisation's details on Jaggaer.
- For any RFQs it will be important to answer all questions fully, providing clear evidence and examples to support your responses where requested.
- When preparing quotes, take into account how they will be evaluated under the following areas:
 - ability to meet the technical requirement for each project
 - any additional innovative and/or added value solutions
 - economically affordable prices.

Here is an example to illustrate:

DfE have a requirement to engage a mentor for serving heads within challenging schools. DfE issue an RFQ via the Educational and Children's Social Care Professionals DPS on Jaggaer and 3 associate quotes are received (A,B,C). All quotes meet the technical requirements, e.g. availability to deliver in required location, evidence of understanding the requirement, held headship within challenging school. Quote B offers an added value element evidencing 10 years successful experience at a challenging, high profile urban school whilst quotes A and C offer, respectively, headship in a non-urban school and four years' experience in urban challenging school. The prices quoted are: A - £400, B - £500, C - £600. The evaluation results in the quote from associate B being accepted and being awarded the contract. This



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is because quote B meets the requirement and offers added value at the most economically advantageous price.



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