**Primary Recently Qualified Teacher Programme**

**2017/18**

**Request for Quotation**

**For the delivery of the Primary Recently Qualified Teachers Programme**

**For schools in Hackney**

Contract ref. 2017/HPS/055/HLT

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**Section A:** Background to Hackney Learning Trust

### Introduction to Hackney Learning Trust and the London Borough of Hackney

The London Borough of Hackney is an inner London borough situated to the east of the capital. The London Boroughs of Tower Hamlets, Newham, Waltham Forest, Haringey and Islington border it.

In 2002 education in Hackney was in a poor state, for example: 13 of Hackney’s Primary Schools were in special measures. The Learning Trust was established in Hackney in 2002 to solve the problems of schools and educational attainment in Hackney.

Hackney Learning Trust is the successor to the Learning Trust, reincorporated as a department in Hackney Council’s Children & Young People’s Service in August 2012, and is responsible for Hackney’s children’s centres, schools and early years and adult education.

Today 90% of Hackney primary school pupils are now attending GOOD to OUTSTANDING schools and 99% of secondary school students are now attending GOOD to OUTSTANDING schools. GCSE Performance is above the national average.

Hackney Learning Trust has a history of working collaboratively with early year’s settings, schools and academies to deliver outstanding results.

This year Hackney is the highest performing local authority in England in each of the core subjects of reading, writing and maths at Key Stage 1. This success continues at Key Stage 2 where we are the fifth highest ranking local authority at both the ‘expected level’ and ‘higher level’ thresholds in the combined reading, writing and maths indicator. Our results in the new Progress 8 measure also put us equal first in England for Key Stage 4.

For more information please visit [www.learningtrust.co.uk](http://www.learningtrust.co.uk).

**Section B:** Instructions for tendering

**Bidders are requested to respond to section D** and then return this document to Yasmin Chaudhry at Hackney Learning Trust (contact details below). If any information or supporting documentation is not easily inserted into this document, bidders are welcome to return separate documentation, **clearly indicating which section it corresponds to**.

**Issue Date:** Wednesday 22 June 2017

**Response period:** 3 weeks

**Deadline for submission:**  12.00 PM, Wednesday 12th July 2017

Please submit this document with the relevant sections completed via email (no hard copies required) to:

Yasmin Chaudhry

Tel: 0208 820 7613

Email: [Yasmin.Chaudhry@learningtrust.co.uk](mailto:Yasmin.Chaudhry@learningtrust.co.uk)

If you have any queries about this RFQ please e-mail Yasmin on the above contact.

**The Selection Panel**

All proposals will be evaluated by a panel with representation from various functions across the Trust.

**Tendering Timescales**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Request for Proposal issued | Wed 22 June 2017 |
| Deadline for submissions | 12.00 PM, Wed 12th July 2017 |
| Evaluation of submissions | 13 – 17 July 2017 |
| Invites for interviews sent to shortlisted bidders | w/e 21 July 2017 |
| *School summer holidays* | |
| Interviews with short listed bidders | Early Sep 2017 |
| Confirmation of award of contract | w/e 22 Sep 2017 |
| Meeting with successful provider | Upon contract award. w/c 25 Sep 2017 |
| Logistics and planning:  Final Training programme content, delivery method and dates agreed with CPD admin & provider | By end of Sep 2017 |
| Training programme content and dates published to schools | w/c 02 Oct 2017 |
| Training delivery period | Year 1: Nov 2017 - July 2018  Year 2: Sep 2018 – July 2019  Year 3: Sep 2019 – July 2020 |
| Project review and evaluation | Dec 2017, March 2018, July 2018 |

**Section C:** Specification of Requirements

**C1 Introduction**

Hackney Learning Trust (HLT) is seeking to commission an outstanding educational provider as judged by Ofsted (whether that be a school, a federation or a partnership) to develop and deliver a high quality, bespoke, year-long learning and development programme for primary Recently Qualified Teachers (RQTs) during the 2017/18 academic year. **The programme will include 6 half day sessions spaced over a year.**

The programme’s model shall be based on experiential learning with RQTs receiving input, applying this to enable them becoming an expert practitioner in the classroom through impact, reflection and risk; to lead learning by inspiring others as well as being encouraged and supported to seek pathways to further their career.

The contract period will initially be for one year to cover academic year 2017/18. Subject to mutual agreement, the contract may be extended for up to a maximum of 2 further years. Each optional extension will be for 12 months and will be subject to both Provider performance and the availability of funding.

**C2 Service Specification**

**1.** The Provider shall develop and deliver a year-long learning and development programme for a minimum of 20 (maximum of 25) primary RQTs (Recently Qualified Teachers) during the 2017/18 academic year.

**2. RQT Sessions**

2.1 The programme shall consist of **six half day training sessions over one academic year**. In the first year of the contract (2017-18) successful Provider will be required to deliver 5 sessions starting in November and then January, February, March and June for the final session. Contract years two and three each RQT course will start from September, with a session each half term during academic year, 6 sessions in total.

2.2 The programme shall be tailored to meet the needs of the RQTs and reflect their priorities for each half term during the year.

2.3 Preferably sessions shall be run at The Tomlinson Centre, Queensbridge Road,  
London E8 3ND (<http://www.thetomlinsoncentre.co.uk/Pages/home.aspx>) and shall be delivered during school hours. Bidders can suggest in their proposal delivering the programme at suitable alternative training venues located within the London Borough of Hackney.

2.4 The Provider shall develop and provide its own training materials.

2.5 The programme’s model shall be based on deepening learning with RQTs receiving input, applying this in their own classrooms and reflecting on their learning. Discussion and action research shall be part of the programme.

**3. RQT Programme Content**

3.1 The Provider shall ensure that the programme, at a minimum, covers the following:

* **Who is it for? Teachers who are in the first 2-5 years of their teaching career.** The programme is for Recently Qualified Teachers who want to further develop, improve and advance their teaching and learning practice in order to consistently deliver good lessons. In addition, the programme aims to provide bespoke support to enable participants to consider leadership roles and responsibilities. It will also explore ways to develop professional learning as well as new strategies to effectively participate in and lead a successful team. The opportunity to engage in school based action research and experience different school contexts to broaden experience will also be a key aspect of the programme.
* **What will it achieve?**
* Understand the key principles underpinning good practice in the classroom
* Be aware of the impacts of these principles on good teaching and learning
* Develop ways to apply these principles to consistent practice
* Provide students with the best possible learning experience
* Work more effectively as an active member of the school team
* Develop leadership skills to become a future team leader

3.2 The Provider shall ensure that the programme:

3.2.1 Promotes best practice in teaching and learning

* + 1. Leads on curriculum development through high quality professional development for teachers

3.2.3 Supports, develops and consolidates RQTs’ learning

3.3 The Provider will work with the Council’s/HLT’s Continuous Professional Development (CPD) team to deliver the programme. The Provider shall co-ordinate the programme with RQTs, their schools and the Council/HLT.

**4. Quality Assurance**

4.1 The Provider shall track and evaluate the impact of the programme using:

4.1.1 Termly evaluations from RQTs in relation to the sessions

4.1.2 Termly evaluations from RQT leaders in school in relation to progress and whether provision is suitable for needs of RQTs;

4.1.3 Attendance records;

4.1.4 Teaching and learning profiles of RQTs within their schools;

**5. Scope**

5.1 The main expectations of the RQT programme are to:

* Promote best practice in teaching and learning
* Develop understanding of how to promote good behaviour within the classroom
* Lead on curriculum development through high quality professional development for teachers
* Support, develop and consolidate RQTs learning

5.2 The work will involve:

* Developing and delivering a series of bespoke CPD sessions throughout the 2017 – 2018 school year (and academic year 2018/19 and 2019/20 if contract is extended further) at The Tomlinson Centre (or suitable alternative venue in Hackney proposed by the provider and agreed by HLT). Ideally these should be delivered during school hours
* Promoting the development of up to date assessment for learning
* Developing materials for use in training sessions
* Liaison with schools
* Liaison with HLT officers

5.3 The RQT programme should at a minimum cover the following:

1. **Teaching and learning**

* Discussion and dissemination of best practice
* Lesson delivery – best practice
* Behaviour management

1. **Assessment**

* Assessment and moderation
* Best practice in Assessment for Learning
* Using national curriculum outcomes
* Data analysis and planning

1. **Curriculum**

* Developing the ability of teachers to plan lessons for all pupils
* Developing and promoting good subject knowledge

1. **Scheduling**

* The programme is to be delivered in a half day, six times a year.
* The programme runs from September to July. Term time only.

**6. Reporting and project management**

6.1 The successful provider will be able to deliver the programme within the financial and time constraints set by HLT.

6.2 The successful bidder will work with HLT’s CPD leader and CPD team to deliver the programme.

6.3 An agreed process of quality assurance and evaluation of the impact of the programme will be agreed between the parties.

6.4 Termly reports will be compiled by the provider and forwarded to HLTs link adviser.

**7. Provider requirements**

7.1 The provider will need to be able to demonstrate:

* the ability to provide well qualified and experienced leaders of learning to develop and deliver high quality training for RQTs based on up to date pedagogy and good practice
* a strong track record in delivering high quality CPD beyond the school for schools with the local authority,
* a history of supporting RQTs with teacher development as a school or teaching school
* the capacity to deliver a bespoke training programme for up to 25 RQTS from Hackney schools
* the ability to work in partnership with HLT to deliver the programme
* the ability to set up systems to monitor and quality assure the programme
* the ability to develop and deliver the programme within the agreed rate per RQT

To be considered, any provider (school, federation, teaching school or partnership) will need to be judged as outstanding.

**Section D:** Bidder’s response – Quality method statements and Price proposal

In responding to this Request for Proposal, bidders should set out the relevant information, experience and skills in the format as requested below.

Bids will be evaluated on the basis of 70/30 – quality / price ratio i.e. with 70% of the evaluation based on quality and 30% based on price.

**Quality method statements (70%):**

**D1** Please provide CVs and statements outlining experience, successes and personal impact of those individuals nominated to deliver the RQT training.

**D2** What experience do the provider and nominated trainers have of delivering CPD to external third parties?

**D3** What experience do the provider and nominated trainers have of effectively supporting RQTs?

**D4** Please provide an overview of your proposed RQT programme, and details of how you would schedule and deliver the programme over the course of the academic year.

**D5** How would you propose to quality assure and measure the impact of the programme?

**D6** What level of provider staff resource do you anticipate being required to develop, schedule, deliver and quality assure the training programme?

**D7 References** – Bidders must provide details of references as outlined below and enclose two copies of references from different organisations relevant to the service described in this request for quote. Failure to provide references will result in the quote being rejected.

**Please note that both references must be on headed paper, signed and dated by the referee. If the reference is in an electronic format it must be sent from a professional e-mail address and sent to** [Yasmin.Chaudhry@learningtrust.co.uk](mailto:Yasmin.Chaudhry@learningtrust.co.uk)**. References from personal e-mail accounts will not be considered.**

| Details of two references you are submitting as part of your proposal, for work within the last three years that you have undertaken, which was the same/similar in scope to the service outlined in this RFQ: | |
| --- | --- |
| **Reference 1** | Copy enclosed: Yes  No |
| Organisation / Contact name: |  |
| Service Provided: |  |
| Period of contract: |  |
| **Reference 2** | Copy enclosed: Yes  No |
| Organisation / Contact name: |  |
| Service Provided: |  |
| Period of contract: |  |

**Contract Price (30%) and Payment arrangements:**

1. HLT will require the successful provider to develop and deliver a bespoke CPD programme suitable for minimum 20 and maximum 25 RQTs in primary schools within Hackney. This is an estimate and the Council does not guarantee the number of RQTs that will be enrolled onto the programme.

2. The maximum budget available for the development, co-ordination and delivery of the programme will be £10,000.00 per year. The final contract value will be dependent on the actual number of RQTs enrolled on the programme. **Bidders are required to set out fully inclusive rate per candidate for one year programme of 6 half day sessions.** HLT anticipates that proposed programme rates per candidate should be maximum £400.00 for 6 half-day session per year.

3. The rates quoted shall be the fully inclusive value of the services as described under the service specification, including all overhead costs together with all general risks, liabilities and obligations set out in, or implied necessary to comply with, the Request for Quotation, the conditions of the Contract, the specification of service requirements, all schedules and appendices thereto and all other documents forming part of the Contract.. All rates shall be exclusive of VAT which will be paid at the appropriate rate on receipt of a VAT invoice.

4. Bidders shall include venue and refreshments cost in their proposed programme rate. For bids utilising the Tomlinson Centre, the cost for room hire (for max 25 delegates) is £125.00 half a day rate plus refreshments at £2.00 per head.

5. Bids will be evaluated on the basis of 70/30 – quality / price ratio i.e. with 70% of the evaluation based on quality and 30% based on price. The price element will be scored on the basis that the cheapest quote will score the highest. Other bids will be scored in relation to how their price compares with the cheapest bid.

6. Please provide your pricing below. Prices must be quoted in £ GBP.

|  |  |
| --- | --- |
| **Item** | **Total fee (fully inclusive of all costs, but excl. of VAT)** |
| **RQT Programme cost per candidate for 6 half-day session per year.** | **£** |

*\* Bidder must indicate if their proposed rate is based on delivery at the Tomlinson Centre; or specify if using alternative Hackney venue.*

**Payment Arrangements**

7. Subject to the provisions of the Agreement, Fees will be paid in instalments over the Term of the agreement as set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Stage** | **Invoice Date** | **Invoice Period** | **Invoice Value** |
| 1 | End autumn term 2017 | Sept – Dec 2017 | 1/3 of total value of RQTs enrolled on the programme |
| 2 | End of spring term 2018 | Jan – March 2018 | 1/3 of total value of RQTs enrolled on the programme |
| 3 | End of summer term 2018 | April – July 2018 | 1/3 of total value of RQTs enrolled on the programme |

**Section E:** Terms and Conditions of Contract

# Hackney’s Terms and Conditions are attached in the embedded document below and will form the basis of any Agreement entered into by Hackney Learning Trust and successful Provider.



**Section F:** Evaluation Criteria and Scoring Methodology

### Hackney Learning Trust is committed to providing high quality, value for money services to the people who live and work in the borough. Responses will therefore be evaluated against the criteria set out below.

**Evaluation Criteria**

Bids will be evaluated on the basis of 70/30 – quality / price ratio i.e. with 70% of the evaluation based on quality and 30% based on price. The following detailed criteria and weightings will be used to assess Bidders proposals:

| **Criteria** | **Weighting** |
| --- | --- |
| **QUALITY:** |  |
| D1. Personnel delivering the training | 10% |
| D2. Experience of delivering CPD to external third parties? | 5% |
| D3. Experience of supporting RQT’s | 5% |
| D4. Programme | 40% |
| D5. Quality assurance | 5% |
| D6. Staff resource | 5% |
| D7. References | Pass/Fail |
| **PRICE:** | **30%** |
| Total | 100% |

The following **scoring mechanism** will be used to score the qualitative responses:

|  |  |  |
| --- | --- | --- |
| **Score** | **Rationale** | **Definition** |
| 0 | Response contains insufficient information to make a judgement, or is otherwise wholly unsatisfactory | Wholly unsatisfactory |
| 1 | Response contains significant omissions, weaknesses or concerns, or is otherwise unsatisfactory | Unsatisfactory |
| 2 | Response contains some omissions, weaknesses or concerns | Cause for concern |
| 3 | Indicates an acceptable response | Acceptable |
| 4 | Indicates a very good response | Very good |
| 5 | Indicates an excellent response | Outstanding |

In order to ensure that the successful bidder has met minimum quality standards, any bidder whose score includes two or more answers that are awarded a score of 2 or less, or any awarded a score of 0, will be deemed to have failed minimum quality standards and will be rejected.