

## ORDER FORM

### FROM

	<b>SECRETARY OF STATE FOR EDUCATION</b>
<b>Service address:</b>	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Invoice address:</b>	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
<b>Authorised Representative:</b>	<Redacted>
	To be quoted on all correspondence relating to this Order:  Order no: <Redacted> Ref no: <Redacted>
<b>Order date:</b>	13/09/2024

### TO

<b>Supplier:</b>	NMK Consultancy Services Ltd
<b>For the attention of:</b>	<Redacted>
<b>E-mail:</b>	
<b>Telephone number:</b>	
<b>Address:</b>	<Redacted>

#### 1. SERVICE REQUIREMENTS

The specific outcomes to be achieved via this contract are outlined at Annex A.

- As a general requirement we would expect the supplier to:
- provide valuable expertise to advise, challenge and support at risk or poor performing local areas/local area partnerships in continuing to develop and implement robust and achievable plans to improve its SEND and AP services.
- provide advice and support to ensure the pace of improvement is appropriate and that improvements to the SEND and AP system are

sustainable;

- ensure plans remain focused on outcomes for children and young people with SEND and inform the quality of the service in readiness for the next Ofsted inspection.
- provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by Ofsted and of other diagnostic work (including DfE Vulnerable Children's Unit (VCU) assessments);
- apply expertise and experience to support the local area/local area partnership's senior leadership and SEND management team in addressing areas of weakness; this will include working with practitioners of different levels to develop competence and improve performance, and help foster a culture of reflection, challenge and support.
- make use of wider partners to support and advise the local area/local area partnership on potential solutions to issues and signpost examples of good practice where possible;
- engage at both strategic and operational level
- contribute to the department's formal reviews of the local area/local area partnership's progress and make a recommendation to VCU on whether progress has been sufficient;
- provide regular written reports to the department on the local area/local area partnership's progress to VCU, and more frequently if the pace of progress is not sufficient.
- have an awareness of the proposed SEND/AP system and Children's Social Care reforms including the Change Programme and work closely with relevant colleagues in supporting and challenging local areas/local area partnerships.
- develop working relationships with Health partners where this helps achieve the objectives set out in the contract.

If the local authorities named in this agreement are part of the Delivering Better Value or Safety Valve programmes, the supplier must liaise with any Advisors working with the local authority on those programmes to ensure coherence and consistency of approach. These meetings / contacts should be undertaken as part of the days allocated in this contract.

**(1.2) Service Commencement Date:**

06/09/2024

**(1.3) Price payable by Authority and payment profile:**

The daily rate is <Redacted> including expenses and excluding VAT. VAT is applicable.

The maximum number of days for this contract is <Redacted> and therefore the maximum contract value is **£16,800 excluding VAT**

**(1.4) Completion date:**

Throughout the life of the contract term from 6 September 2024 to 31 March 2025 it is expected that the supplier will deliver an indicative number of days per month as listed below;

- <Redacted> days per month to Halton Local Authority

The maximum contract value for 2024-25 is **£16,800** excluding VAT. Expenses are payable for this contract in line with the DfE staff expenses policy. VAT is applicable.

Please note the contract can be ended early at the absolute discretion of the Department.

The Department reserves the right to extend the end date of this contract by up to 12 months and will give one month's prior notice of our intention to do so. The 12 month extension may be in full, or in multiples of one month up to the full 12 month potential.

This may include a negotiated reduction or increase in the number of call off days per month. Any negotiated extension offered by the Department would be without prejudice.

**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:** N/A

**3. PERFORMANCE OF THE SERVICES AND DELIVERABLES****(3.1) Name of the Professional who will deliver the Services:**

Nick King

**(3.2) Performance standards:**

There will be suitable representation at all reviews and meetings with the Department.

Management information relating to key performance indicators will be made available when requested to the Department's contract manager.

<p>Risks to delivery will be actively reviewed, managed and reported.</p> <p>Suppliers are expected to react quickly to issues as and when they arise.</p> <p>Suppliers are expected to maintain effective working relationships, which ensure the best outcomes for the Department.</p>
<p><b>(3.3) Location(s) at which the Services are to be provided:</b></p> <p>Although there will be a degree of flexibility, the successful bidder will be expected to travel to the local authority areas named in this contract, within reason, on a regular basis. This will be discussed and agreed throughout the life of the contract</p>
<p><b>(3.4) Quality standards:</b></p> <p>In all cases we will require regular honest and open reporting against the outcomes in Annex A and any improvement plans the local authority/area has, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative submitted each month to accompany the invoice.</p> <p>Your approach to quality management and the quality assurance arrangements during the development and delivery phases of the contract will be discussed with DfE during the first 2 weeks of appointment. You should demonstrate how you will ensure that the service is delivered on time, on budget and delivers the Department's expected outcomes in Annex A.</p>
<p><b>(3.5) Contract monitoring arrangements:</b></p> <p>The contract will be managed by &lt;Redacted&gt;. The impact of the supplier's role will be monitored on an ongoing basis and will take into account progress against the key outcomes set out at Annex A.</p> <p>Over the life of the contract the Department expects:</p> <ul style="list-style-type: none"> <li>• a partnership approach to contract management, where the parties have a joint stake in a successful service;</li> <li>• services delivered by the supplier continue to meet the needs of the Department; and</li> <li>• the supplier to meet their contractual commitments.</li> </ul>
<p><b>(3.6) Management information and meetings</b></p> <p>Regular meetings by phone and in person between the supplier and the DfE Case Lead may be required where it enables the supplier to meet the outcomes outlined at Annex A.</p> <p>The supplier will be required to complete a written reporting template on a monthly basis, and more frequently if the Minister requires.</p>

#### 4. CONFIDENTIAL INFORMATION

(4.1) The following information shall be deemed Confidential Information:

- <Redacted>

(4.2) Duration that the information shall be deemed Confidential Information:

The duration of the contract.

**BY ACCEPTING THIS ORDER THE SUPPLIER 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 Supplier and the Authority.

**Signed by person authorised to sign on behalf of the Secretary of State for Education:**

Signature: <Redacted>

Name: <Redacted>

Role: <Redacted>

Date: <Redacted>

**Signed by a person authorised to sign on behalf of the contractor:**

Signature: <Redacted>

Name: <Redacted>

Role: <Redacted>

Date: <Redacted>