**LBN Family Information Service and SEND Local Offer**

**Engagement with Providers**

Please complete this form and send to Sheila Begum – [Sheila.begum@newham.gov.uk](mailto:Sheila.begum@newham.gov.uk) by Tuesday 13th February 2024.

By completing and returning this form, you will assist by helping us to understand the appetite for website development in the public sector space. Your responses will create an opportunity to potentially influence our requirements and therefore shape future business opportunities.

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| **Name of your Organisation** |  |
| **Address** |  |
| **Name of Key Contact** |  |
| **Position** |  |
| **Email** |  |
| **Phone Number** |  |
| **Is your organisation a:** | * **Private Sector** * **Local authority** * **Social Enterprise** * **Charity** * **Voluntary Community Sector/Third Sector** * **Other- please specify** |
| **Please provide a short introduction to your organisation (100 words max.)** |  |

**Please submit answers to the below questions relating to the PIN Notice**

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| **Question 1**  Please outline the experience your organisation has in developing and hosting websites for public bodies/ organisations.  ***Please include details of websites your organisation has developed for Newham Council which are currently live and active.*** |  |
| **Question 2**  Do you have current contracts with other Local Authorities for the hosting, developing and maintenance of website pages for a Family Information Service (FIS) and the SEND Local Offer?  ***If yes, please specify the Local Authorities and links to the sites.*** |  |
| **Question 3**  What support can your organisation provide for the migration of data? |  |
| **Question 4**  Please take a moment to review Newham’s Family Information and SEND Local Offer pages here:  [Newham Families Advice and Support | Family Information Service](https://families.newham.gov.uk/kb5/newham/directory/family.page?familychannel=0)  Please include 3 changes your organisation would make to improve the current platform featuring the FIS and the Local Offer. |  |
| **Question 5**  What top 3 features would you embed within a website to make it user-friendly for families with children, including children and young people with SEND? |  |
| **Question 6:**  What programming language and technologies is required by the end-user to update back-end of the website? |  |
| **Question 7**  Using the table, please indicate what your annual cost would be to host a website such as Newham’s Family Information Service and SEND Local Offer. | |  |  | | --- | --- | | **Work** | **Cost** | | Website development and hosting |  | | Tech support and ongoing maintenance |  | | Any licence fee |  | | Please also outline approach for costs falling outside the scope of what may be agreed |  | |

**If you have any questions for the Council, you will be given an opportunity to ask at the meeting with your organisation or by email noting that responses will be shared by all in an anonymous manner unless they can be justified as to why they should not.**