**SPECIFICATION**

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1. DEFINITIONS

In this Schedule 2, the defined terms shall be as set out in Schedule 1 (*Definitions*) unless otherwise stated.

1. INTRODUCTION 
   1. This Schedule sets out the Specification for the Services. There are three lots (as seen in 2.1 a-c). Each lot requires the provision of a Screening and Assessment Tool (referred to as the Tool or the Tools). This provision includes the development, configuration, maintenance, and training of the Tool. Each lot requires a separate Tool, unless noted otherwise, the requirements below are for all Tools. The lots are set out below:
2. Functional Skills – Mathematics, English, Digital Skills (“**Lot 1**”);
3. Reading (“**Lot 2”**);
4. Additional Learning Needs Indicator Tool (“**Lot 3”**).
5. GENERAL
   1. This procurement is for the provision of Screening and Assessment Tools for all eligible prisoners in the above subject areas.
   2. The intended outcome is for effective, high-quality, accessible and evidence-based based Tool for each of the above lots, which is compliant with the Authority information security standards and can produce accurate results around a Prisoners’ educational ability level or Additional Learning Needs (ALN) (as applicable to the relevant lot).
6. SERVICE ELEMENTS IN SCOPE
   1. The provision of a Prison-appropriate Screening and Assessment Tool(s), henceforth referred to as ‘the Tool’.
   2. The Tool must be based on an existing evidenced based tool, supported by research. The Tool must be at least part digitalised. The Authority recognises that the Tool may need further work in the mobilisation period to be adapted for the Prison environment and may need further work to digitalise to the full extent required.
   3. The Tool(s) will be used by all eligible Prisoners across 103 public Prisons in England. Privately Managed Prisons and new/additional Prisons may become in scope at a later date.
   4. Eligibility is defined as:
      1. All Prisoners without a previous record on Authority systems of completing the Tool(s); and
      2. Prisoners for whom it has been agreed by appropriate Prison Staff that repeating the Tool is appropriate.
      3. Further information on eligibility is included in the Core Education Contract.
   5. Provision of ongoing and comprehensive guidance, training and technical support to staff members who deliver and manage the Tool.
   6. Provision of consistent reporting functionality including in accordance with the KPIs and other performance obligations set out in the Contract.
   7. The Tool must comply with Authority information security standards and data regulatory governance.
   8. The Tool must produce accurate results, which are capable of informing educational and ALN support and planning (as applicable).
   9. The Contractor may occasionally be required to enter Authority Premises including Prisons at no additional cost to the Authority, for example to support in training or to attend meetings.
   10. The Tool will be facilitated by Core Education Staff on site in Prisons. The Tool must be suitable for delivery on a 1 to 1 basis, or in small groups (up to a maximum of 10 Prisoners).
   11. It is the Authority’s expectation that all assessment content will be provided by the bidder. Where materials are required in paper format the Authority expects the bidder to propose the most cost-effective solution for facilitating access to these resources.
7. SERVICE ELEMENTS OUT OF SCOPE
   1. The Supplier will be responsible only for their Tool (the lot the Contractor bids for), they will not be responsible for other Tools included in this procurement.
   2. Careers Information, Advice and Guidance (“**CIAG**”).
   3. Any non-educational curriculum screenings within the Prison. Including, but not limited to: Healthcare, Industries, life skills, Psychology, Probation, Offender Management Unit and employability screening or assessments.
   4. Prisons in Scotland, Wales, and the Youth Custody Service.
   5. Curriculum course-specific diagnostic screeners required after a Prisoner has signed up to an educational course.
   6. The delivery of Screening and Assessment Tools is out of scope for this procurement, all tools will be delivered by Core Education Delivery Staff.
8. OPERATIONAL REQUIREMENTS
   1. The Tool must be age appropriate, including being designed and suitable for Individuals aged 18 or over, for use in a justice setting.
   2. It is anticipated that a Tool will take approximately 30 minutes to complete on a one-to-one basis or in small groups (maximum 10 people).
   3. The Tool must be capable of being administered by and understood by a range of non-specialists.
   4. Tool outputs must be made available digitally live to the Core Education Delivery Staff, the Prisoner and the Authority after completion and in line with any pre-agreed regular data submissions.
   5. The Tool must be evidence based, have been standardised and have been quality assured to ensure it identifies Prisoner ability levels/ indicates potential area(s) of learning needs (as appropriate) and is of a consistent quality. The Tool outputs must be understood by the Prisoner and the Tool outputs can be analysed to identify trends and patterns.
   6. The Tool provided will support any standards set by the Authority, Ofsted, and HMIP. The Contractor shall make sure that it has a system in place for monitoring the quality and effectiveness of its service provision.
   7. The Tool provider will work with key stakeholders to ensure that information from screening and assessment that is relevant on release can be shared in line with the Authority information sharing guidance.
   8. The Tool provider will work with MoJ/HMPPS Digital strategy and delivery teams to ensure continual compatibility with online systems, hardware and software.
   9. The Tool must be reviewed and updated as a minimum on an annual basis to ensure that the quality and content of the Tool is up-to-date and reflect leading industry standards, as well as governmental priorities, ministerial direction and curriculum amendments. The security requirements will also be reviewed and updated on an annual basis, or more frequently if necessary.
   10. The Tool provider must engage with governance processes and provide timely and accurate Management Information and data reporting to the Authority in line with agreed timescales.
   11. Continuity Plans must be updated on an annual basis, or where needed, and independently audited. These are to be provided to the Authority within 10 working days of audit completion or when requested.
   12. The Contractor must be able to provide support in line with business requirements, constraints and needs.
   13. The Contractor must supply and facilitate training on the effective use of the Tool, this training can vary in format but must be appropriate and meet the needs of all attendees.
9. DATA RECORDING, PROTECTION AND PRIVACY

In addition, the Contractor must ensure that:

* 1. Data generated by the Tool must be handled in compliance with Data Protection Laws: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted> and the relevant Data Protection clause in the Core Terms.
  2. There is a clear process for ensuring and recording informed consent which is available in accessible formats and supported with explanatory guidance and administration standards.
  3. The Tool has a current privacy notice which is subject to regular review and updated where necessary.
  4. Any hosting solution must be based in the UK and compliant with UK Data Protection Requirements.
  5. The Tool and all elements related to it must be compliant with GDPR.
  6. To ensure data protection and privacy, any data used for test and development networks utilised must be anonymised. And data sanitisation type must be explicit overwriting of storage before reallocation (where applicable).

1. DIGITAL REQUIREMENTS: CRITICAL
   1. The proposed solution must be accessed, completed, and submitted in a digital format on the Contractor web-based platform. Where a proposed solution will not be fully digitised by the Service Commencement Date the Contractor will be expected to demonstrate how and when proposed solutions will be web-based both in part and in whole through a detailed Development Plan. Contractors must be aware that Development Plans will form part of the Contract and the Contractor will be responsible for ensuring delivery is successful.
   2. Where the Tool is or becomes web-based Contractors must have in place a proven and well-established process of continuity of services in the event that the primary online access route is unavailable.
   3. Authority Data from the Tool, including user completion, outcome results and recommended next steps must be accessible to the Authority. The Authority retains the right to publish the data to other Authority systems. It must be possible for data ownership to reside with the Authority.
   4. The bidder must provide high-level design documents that demonstrate how their Tool works and how web-based solutions meet security requirements.
   5. The tools are expected to be compliant with [Government Digital Standard](https://www.gov.uk/service-manual/service-standard) (GDS) in the design, testing and deployment, in time for the go-live milestone or have an appetite to work towards it.
   6. The tools are expected to meet Technology Code of Practice (TCoP) standards in time for the go-live milestone or have an appetite to work towards them, including the accessibility requirements as noted in the [TCoP](https://www.gov.uk/guidance/the-technology-code-of-practice) and Government guidance on [accessibility requirements](https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps).
2. TECHNICAL STANDARDS
   1. Security standards are set out in Schedule 7. In addition, the technical and security standards that the Contractor must meet at or before contract signature are:

|  |  |  |
| --- | --- | --- |
| Requirement | Detail | |
| IT Health Check | Completed at CHECK level annually or sooner where there is a material change to the system. | |
| ISO27001 accreditation | ISO27001 accreditation or a ISO27000 accreditation if the bidder commits to having ISO27001 complete within 6 months of Service Commencement. | |
| Cyber Essentials Plus |  | |
| ISO9001 principles | ISO09001 or a commitment to work towards it. | |
| Comply with principles of ISO/IEC 27034 |  | |
| Conform to NCSE CPA Build Standard (see supporting documents) |  |
| Comply with principles of ISO/IEC 27034 |  |
| Security governance certification |  |
| ITIL Change process (See supporting documents) |  |
| Federal Information Processing Standard (FIPS) assured encryption IPS 140-2 & 140-3 Validated Cryptographic Modules. | The FIPS 140 standards specify the cryptographic and operational requirements for modules within security systems that protect sensitive information. |
| TLS (version 1.3 or above) | Data protection measures between Authority and Contractor networks, and data protection within the Contractor network must operate at this level |
| CSA CCM v3.0 or equivalent | Configuration and change management must abide by this standard. |
| Vulnerability management type conforms to a recognised standard, for example CSA CCM v3.0 or SSAE-16 / ISAE 3402. | The Contractor must employ independent security consultants and work closely with supply chain partners to assess potential threats and implement mitigation measures including emergency patch deployment where advised to do so (where applicable). |

* 1. Additionally, the Contractor must ensure that their tool:
     1. Is capable of integration with other services and sharing data using open standards;
     2. Can run on multiple browser versions, see our [Service Manual](https://www.gov.uk/service-manual/technology/designing-for-different-browsers-and-devices);
     3. Offers industry standard user identification and authentication;
     4. Uses a Software as a Service (SaaS) model or appropriately licensed alternative is capable of sharing data and integration with other services.

1. DIGITAL REQUIREMENTS: DESIRED COULD BE DEVELOPED DURING THE CONTRACT.
   1. The Contractor is required to supply a compatibility mechanism for service components to communicate with other services such as Application Programme Interfaces (APIs). All data shared with the Authority digitally will be required to be published via a secure API using open standards.
   2. The Tool should be Interoperable with the Authority’s own systems for the lifetime of the Contract.
   3. The solution should be usable offline when the internet fails and then synchronized to the online solution when the internet is restored.
   4. Provide the option to buy features or components separately.
   5. Have the ability to import and export bulk data.
   6. Be capable of operating without recourse to browser plug ins or extensions.
2. FUTURE DEVELOPMENT
   1. HMPPS National Regime Model forms part of the Transforming Delivery Directorate. The National Regime Model will be launched to all Prisons in April 2024. The Contractors is required to accommodate any reasonable service amendments to align with the National Regime Model.
   2. The HMPPS Digital Strategy is also under development and will significantly impact on the delivery and data management of the screening and assessment process. The Contractor will be required to evolve Tool provision in-line with agreed strategic developments and change control processes.
3. LOT 1 (MATHEMATICS, ENGLISH, DIGITAL SKILLS) SPECIFIC REQUIREMENTS
   1. The English and Mathematics element of the Tool must accurately assess Prisoner’s current skills and ability under the following outcomes:
      1. Pre-entry level
      2. Entry level 1
      3. Entry level 2
      4. Entry level 3
      5. Level 1
      6. Level 2 or higher
   2. The Digital Skills element of the Tool must accurately assess Prisoners’ current skills and abilities in line with National Standards and must provide an assessment of the Prisoner’s everyday digital literacy skills and functional digital skills.
4. Tool LOT 2 (READING) SPECIFIC REQUIREMENTS
   1. The Tool must accurately identify gaps in a Prisoners’ reading ability covering comprehension, reading fluency and phonological awareness and must indicate a reading level/score and level of reading support required to progress their ability to read.
   2. Reading assessments can include digital elements but must include interaction with and assessment outcomes determined by screening and assessment delivery staff.
5. LOT 3 (ADDITIONAL LEARNING NEEDS) SPECIFIC REQUIREMENTS
   1. The ALN Tool must identify areas of potential additional learning need including:
   2. Communication and Interaction needs;
   3. Cognition and Learning needs;
   4. Social, Emotional and Mental Health difficulties; and
   5. Physical and/or Sensory Needs
   6. Additionally, the Tool must also identify strengths, contributing to the process of making reasonable adjustments.
   7. Produce results that can inform and support processes of ALN support planning within a whole Prison approach including Prison inductions, Education, and the wider Prison regime.
   8. Have been designed as an ALN Indicator Tool and not as a diagnostic Tool (a diagnostic Tool is designed to be administered and interpreted by suitably qualified psychology, learning disability, nursing or specialist education staff in order to reach a clear professional diagnosis).
   9. Have been designed and developed with psychological and specialist educational input to ensure it covers a wide range of neurodivergent and other additional need(s).
   10. Have been previously tested within a relevant further education and/or custodial environment comparable to the UK Prison system and be supported by research/reports which clearly demonstrate its validity and capability to deliver in a consistent and equitable manner. Contractors are expected to engage with the Authority in any additional validity testing requested.
   11. Lead to the production of clear and detailed results and reports which:
   12. Can be understood by the Prisoner, Prison Staff and HMPPS staff.
   13. Clarify what the indicators of ALN are for the individual, including any areas of strength as well as areas of need.
   14. Clearly identify what practical strategies and reasonable adjustments can be put in place to support the individual both within education and more widely within the Prison regime and in community healthcare.
   15. It is desirable for the Tool to suggest where further specialist assessment may be needed, and indicate where further diagnostic assessment may be needed, by suitably qualified psychology, learning disability, nursing or specialist education staff.
   16. The Tool results are accessible to all staff who work with Prisoners across all departments within the Prison. The results must be available digitally, live, to the Authority and selected third parties.