

ORDER FORM**FROM**

	SECRETARY OF STATE FOR EDUCATION
Service address:	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Invoice address:	██████████
Authorised Representative:	Name: ██████████ E-mail: ██████████
	To be quoted on all correspondence relating to this Order: Ref no: Project_5920
Order date:	November 2021

TO

Supplier:	National Association for Special Educational Needs
For the attention of:	██████████
E-mail:	██████████
Telephone number:	██████████
Address:	██████████

1. SERVICE REQUIREMENTS

Service Requirements:

We are looking for an experienced delivery partner to run the Assistive Technology (AT) pilot training programme for the financial year 2021/2022.

The delivery partner (DP) will be expected to:

- a) Design, plan, schedule and deliver online training sessions for staff at 100 mainstream schools in AT.
- b) Create a bank of online resources which build upon earlier DfE resources and will be the intellectual property of the DfE.
- c) Keep records of attendance for each online training session.

d) Manage and administer back fill payments for schools in accordance with criteria set by the DfE.

e) Work collaboratively with DfE and the evaluating partner.

This AT training programme is a new offering by the DfE; however, it builds upon work done by the EdTech Demonstrator Network and National Star College earlier this year. We recommend you look at the resources already created to ensure your bid builds upon these rather than replicates them: [Accessible Tech Thursday webinars](#)

The sessions we require are as follows:

- **School Leaders' opening session:** One 30-minute session for all school leaders to launch the programme. This should outline the whole school benefits of using AT effectively and is intended to get leadership buy-in for the programme.

The DP should split schools into cohorts of five schools for the remainder of the programme. Cohort groups should as far as possible remain consistent throughout the programme.

- **AT Champions' sessions:** Five 60-minute sessions for AT Champions. The delivery partner will be expected to design and facilitate sessions to enable AT Champions to lead a whole-school approach to embedding AT. There should be scope discussion and peer learning. AT Champions should be informed in good time which materials from the resource bank they will need to review before the session.
- **School Leaders' closing sessions:** The final sessions will be 30-minutes for school leaders in school cohort groups. This session will emphasise the importance of including AT in any digital or SEND strategies to help embed long term sustainable change for the whole school.

The delivery partner will pay the school [REDACTED] for backfill payments for complete attendance of the sessions by AT Champions. The DfE will pay backfill to the DP based on clear, written evidence that the AT champions have attended all the sessions unless an exception has been agreed with DfE (e.g., in the case of illness or other unforeseen circumstances). The maximum amount of backfill that will be [REDACTED] ([REDACTED] per school). On production of an invoice and attendance data, we will pay the amount due to you in March for you to pay on to the schools.

DfE may also request the support and organisation of school/college visits with those supported by the programme.

(1.2) Service Commencement Date:

12 November 2021

(1.3) Price payable by Authority and payment profile:

The payment schedule for this programme will be as follows:

██████████ to delivery partner

- November - ██████████
- December - ██████████
- January - ██████████
- February - ██████████
- March - ██████████

Up to ██████████ due to schools as backfill payments:

March – full amount due

(1.4) Completion date:

31 March 2022

2. PERFORMANCE OF THE SERVICES AND DELIVERABLES

(2.1) Name of the Professional who will deliver the Services:

National Association for Special Educational Needs and MicroLink.

We have awarded a contract to a single supplier for the delivery of these services – this is a consortium made up of Nasen and MicroLink with Nasen as lead supplier. You must submit a bidding agreement document signed between Nasen and MicroLink.

(2.2) Performance standards:

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

Management information relating to progress against milestones will be made available when requested to the Department's contract manager.

Risks to delivery will be actively reviewed, managed and reported.

The contractor is expected to react quickly to issues as and when they arise.

The contractor is expected to maintain effective working relationships, which

ensure the best outcomes for the Department.

(2.3) Location(s) at which the Services are to be provided:

The pilot schools represent a good geographical spread across England. Once current restrictions are lifted, there is the possibility for some face-to-face meetings with the schools or the DfE, so you should therefore be able to support schools and workshops/events across all English regions.

(2.4) Quality standards:

1. The success of the programme will be measured through monthly review meetings (including associated supporting reports) with the delivery partner. Delivery against milestones will be reviewed as part of these meetings.
2. The delivery partner should ensure feedback from their supported schools is fed back into the DfE.
3. Please note, oversight and overall project responsibility for the delivery of this contract including milestones, budget, quality, risk reporting and contractual arrangements lie with the lead supplier.

Milestones for Delivery Partner

To provide DfE the assurances that the successful applicant is on track to meet outputs, we expect the following milestones to be met:

Resource creation

- November 15th 2021 – initial scoping meeting with DfE to discuss content of resource bank and sessions.
- November 29th 2021 – a written plan detailing the full content of the resource bank and the 7 sessions submitted to the DfE for Quality Assurance (QA).
- January 4th 2022 – all resources submitted to the DfE for QA.
- January 11th 2022 – DfE to provide feedback
- January 24th 2022 – all finalised resources uploaded onto the website chosen to host the materials.

Facilitation of sessions

- January 31st 2022 – launch session for school leaders must have been completed.
- March 15th 2022 – sessions 1-5 for the AT Champions and the end session for school leaders must have been completed

Administration and relationship management

- November 30th 2021 – schools must have been polled to see which days they are available for training sessions.
- December 15th 2021 – all training sessions must have been diarised and shared with the schools.
- January – March 2022 – a register of attendance must be kept up to date and shared with DfE as a report in advance of every monthly meeting.

Financial management and data handling

- January 31st 2022 – bank details for all schools must have been obtained. Details of how they are being stored securely should be shared with the DfE in the January meeting.
- March 17th 2022 – DfE must be shown all paperwork relating to attendance at sessions and given an invoice for the total amount owed to schools which it will pay within 5 working days.
- March 31st 2022 – all payments must be made to schools.

(2.5) Contract monitoring arrangements:

Throughout the programme the delivery partner and the DfE will meet monthly to review performance. In preparation for each monthly meeting the delivery partner will provide a report to DfE three (3) days before the scheduled meeting date which will outline the progress towards meeting deliverables. The report to be provided will include:

- A summary of activity undertaken.
- Assurances regarding adherence to ethical walls and avoidance of conflict of interest.
- An outline of progress against relevant milestones for that period, including any mitigating actions where delivery is not on track.
- Key delivery statistics.
- Any risks/issues/challenges and lessons learnt.
- A forward look to the month ahead.

The attendees for the monthly meetings will be agreed between both parties.

(2.6) Management information and meetings:

As per report requirements in (2.5).

As above (2.4), an initial scoping meeting will be required by 15th

November. Monthly review meetings (2.5) should be scheduled as soon as possible, to start from December. Additional meetings as needed to support effective delivery of milestones.

3. CONFIDENTIAL INFORMATION

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

- Price payable by the DfE, including the pricing schedule and payment profile.
- Full Tender Response

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

5 years.

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 incorporating the rights and obligations in the Call-off Terms set entered into by the Supplier and the Authority.

Authorised to sign for and on
behalf of the Secretary of
State for Education

Authorised to sign for and on
behalf of National Association
for Special Educational Needs

Signature

Signature

Name in CAPITALS

Name in CAPITALS

Position in Organisation

Position in Organisation

Address in full

Address in full

Date

Date