

ORDER FORM**FROM**

	SECRETARY OF STATE FOR EDUCATION
Service address:	Head Office - Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Invoice address:	Sanctuary Buildings, Great Smith Street, London, SW1P 3BT
Authorised Representative:	Name: Chika Chukwujekwu Phone: 07368 260916 E-mail: chika.chukwujekwu@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: 650101 Ref no: project_6501
Order date:	01/04/2022

TO

Supplier:	██████████
For the attention of:	██████████
E-mail:	
Telephone number:	
Address:	██████████

1. SERVICE REQUIREMENTS

The SEND Adviser will support a portfolio of designated local authorities in the allocated region in continuing to develop and implement robust, realistic and achievable plans for delivery of their SEND services. There will be a particular focus on those areas which have been judged by Ofsted and CQC to require a Written Statement of Action (WSOA), where serious concerns continue to be identified following a Revisit and/or where financial concerns are identified with regards to their ability to function sustainably. Advisers will be expected to align support provided with the outcomes/recommendations of the SEND Review.

SEND Advisers will;

- Act as a critical friend and provide support and challenge to the designated authorities as directed by DfE.
- Provide mentoring and coaching support to senior leaders and SEND management teams in addressing areas of weakness.
- Support the authorities to produce and effectively implement a robust improvement plan that is aligned to Ofsted and CQC findings or diagnostic findings.
- Support the Department for Education to undertake regular reviews of relevant local authorities' progress against improvement plans.
- Provide effective oversight to ensure the pace of improvement is appropriate and that improvements to SEND services are sustainable.
- Work closely with NHS England Advisers to ensure joined-up support.
- Engage with the relevant regional stakeholders – including the Regional Improvement and Innovation Alliance (RIIAs) and regional parent groups.
- Participate in DfE's formal reviews of the designated authorities' progress and contribute to recommendations to the DfE on whether progress has been sufficient.
- Provide written reports on authorities' progress to DfE as required.
- Provide other support services at a local or regional level as required by DfE.

They will also be expected to provide us with regular progress reports as required by officials or the Minister, there will be quarterly catch up meetings with the contract manager.

(1.2) Service Commencement Date:

1 April 2022

(1.3) Price payable by Authority and payment profile:

The daily rate is [REDACTED] excluding VAT.

VAT is applicable.

The successful bidder will be expected to travel to the designated local authorities and will also undertake virtual meetings as necessary. Bidders should note that their quoted rates are **inclusive** of all anticipated expenses including travel. In exceptional circumstances only, the Department may be able to consider funding some expenses in line with the Department's expenses policy, but this would have to be agreed in advance

(1.4) Completion date: 31.03.2023

We expect the role of the Adviser to take between 100 and 150 days within the 12 month period.

If additional days are required they will be negotiated and agreed with the Department prior to the work taking place.

The Department reserves the right to terminate this contract on the 31st March 2023.

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:

(2.2) Variations to Call-off Terms:

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES

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

██████████

(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.

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

Advisers are expected to react quickly to issues as and when they arise.

Advisers are expected to maintain effective working relationships, which ensure the best outcomes for the Department.

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

Yorkshire and the Humber region

Please note; on occasion it may be necessary for you to work in regions

other than those mentioned above.

(3.4) Quality standards:

In all cases we will require regular honest and open reporting against the service requirements listed in section 1, including information about progress and trajectories.

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. Key deliverables will be agreed at the beginning of the financial year, with your contract manager and SEN and Disability Professional Adviser and you will need to produce and agree with DfE a plan, detailing outputs and appropriate KPIs which you will meet over the duration of the project.

(3.5) Contract monitoring arrangements:

The contract will be managed by the SEND Improvement and Operations Division. Impact of the Adviser role and performance will be monitored on an ongoing basis and will take into account progress against the key deliverable activity and milestones in the Regional Improvement Plan.

Over the life of the contract the Department expects:

- a partnership approach to contract management, where the parties have a joint stake in a successful service;
- services delivered by the Adviser continue to meet the needs of the Department; and
- Adviser to meet their contractual commitments.

(3.6) Management information and meetings

Regular meetings by phone and in person between the Adviser and the DfE Case Lead will be required.

4. CONFIDENTIAL INFORMATION

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

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

BY ACCEPTING THIS ORDER IN JAGGAER 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.