

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: Jason Henderson E-mail: Jason.henderson@education.gov.uk
	To be quoted on all correspondence relating to this Order: Order no: con_6476 Ref no: RFX263/September 2020/ Dudley Metropolitan Borough Council/Red Quadrant
Order date:	24/9/2020

TO

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

1. SERVICE REQUIREMENTS

The Advisor will:

- provide leadership support and advice to the DCS and AD for CSC using a coaching/mentoring model including advising on how change to the service can be communicated and managed effectively;
- work closely with the independent chair of the improvement board to provide oversight of the improvement plan, attend improvement boards and engage

<p>with the wider partnership;</p> <ul style="list-style-type: none"> • apply expertise and experience to support the DCS and service management team in addressing areas of weakness; this may also include working with practitioners of different levels to: <ul style="list-style-type: none"> ◦ develop competence and improve their quality of practice; and ◦ help foster a culture of reflection, challenge and support; • make use of wider contacts to support and advise the council on potential solutions to issues and signpost examples of good practice where possible including investigating PiP support, where required; • provide expertise and challenge to the specific areas of Children in Care and Dudley Disability Service to address any areas of weakness within these service areas; and • participate in DfE's six-monthly reviews of the authority's progress and provide a quarterly report to the DfE detailing progress that has been made.
<p>(1.2) Service Commencement Date:</p> <p>1 October 2020</p>
<p>(1.3) Price payable by Authority and payment profile:</p> <p>The daily rate is £600 including expenses and excluding VAT.</p> <p>VAT is applicable.</p>
<p>(1.4) Completion date: 31 March 2021</p> <p>We expect the role of the Advisor to take up to 36 days in total for the duration of the contract from 1 October 2020 to 31 March 2021 (6 months).</p> <p>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</p>
<p>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</p>
<p>(2.1) Supplemental requirements in addition to Call-off Terms:</p>
<p>(2.2) Variations to Call-off Terms:</p>

3. PERFORMANCE OF THE SERVICES AND DELIVERABLES
(3.1) Name of the Professional who will deliver the Services: Sarah Johnson
<p>(3.2) Performance standards:</p> <p>There will be suitable representation at all reviews and meetings with the Department.</p> <p>Management information relating to key performance indicators will be made available when requested to the Department's contract manager.</p> <p>Risks to delivery will be actively reviewed, managed and reported.</p> <p>Advisors are expected to react quickly to issues as and when they arise.</p> <p>Advisors are expected to maintain effective working relationships, which ensure the best outcomes for the Department.</p>
<p>(3.3) Location(s) at which the Services are to be provided:</p> <p>Dudley Metropolitan Borough Council</p>
<p>(3.4) Quality standards:</p> <p>In all cases we will require regular honest and open reporting against the service requirements listed in section1, including information about progress and trajectories. This should be supported by an accurate, timely and appropriate narrative every 6 weeks.</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. Key deliverables will be agreed with DfE within 6 weeks of appointment 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.</p>
<p>(3.5) Contract monitoring arrangements:</p> <p>The contract will be managed by the Children's Services Improvement and Interventions Unit. Impact of the advisor 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 LA's Improvement Plan.</p> <p>Over the life of the contract the Department expects:</p>

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

The advisor will be required to complete the LA case reporting template at at least six-weekly intervals, and more frequently if the Minister requires.

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 REDIMO 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.