



Department for Education

2nd December 2016

Dear Sirs

1. Further to your interest in the RAISEonline accreditation opportunity, this is your invitation to apply for accreditation allowing privileged early access to school and pupil performance data through the RAISEonline replacement service.
2. Your organisation along with others is invited to apply for accreditation for provision of the above, to the specification outlined in the attached documents. Attached are:

Document 1 Instructions and information on the application process.

Information to be provided by the applicant

Document 2 Specification and Evaluation Criteria.

Document 3 Declaration and information.

Document 4 Statement of Security Assurance.

For information only at this stage of the application process

Document 5 Accreditation Agreement – **please note the final version of the Agreement will be made available within 7 working days of publication.**

3. The Accreditation Agreement (for information only at this stage of the process) will be published on Friday 9th December along with answers to questions/clarifications received up to that date.
4. Please read the instructions carefully. Failure to comply with them may invalidate your application, which must be returned by the date and time given below using the email address provided. You must provide your response where indicated in Document 2.

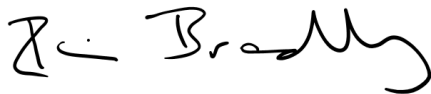
Email applications must be received to Accreditation.mailbox@education.gov.uk no later than **12pm on 25 January 2017**.

5. To help improve the accreditation process, if having read the information you decide not to submit an application, it would be appreciated if you could send your reasons (though you are under no obligation to do so) to Accreditation.mailbox@education.gov.uk marked 'No Application'.
6. Document 1 provides you with further information and clarification of the Department's requirement.
7. For the avoidance of doubt, this accreditation process does not come within the scope of the Public Contracts Regulations 2015.

8. The issue of this invitation in no way commits the Department to award accreditation to any person or party. The Department reserves the right to terminate the accreditation process, to change the basis, the procedures and the timescales set out or referred to in this invitation, or to reject any or all responses and to terminate discussions with any or all applicants at any time. Nothing in this invitation should be interpreted as a commitment by the Department to award accreditation to an applicant.
9. This invitation and the information within is confidential.

I look forward to your response.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Iain Bradley', written in a cursive style.

Iain Bradley
Head of Data Modernisation Division

INSTRUCTIONS AND INFORMATION ON THE APPLICATION PROCESS

- 1 These instructions are designed to ensure that all applicants are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Accreditation.mailbox@education.gov.uk if you have any questions about the Department's requirements or the accreditation process. All enquiries must have the word "CLARIFICATION" in the heading. Pre-application negotiations are **not** allowed.
- 2 Please note that references to the 'Department' throughout these documents mean The Secretary of State for Education acting through her representatives in the Department for Education.

Agreement Period

- 3 Once awarded, it is the Department's intention that accreditation will continue on a rolling basis, subject to ongoing monitoring and assessment and the exercise of either party's rights to termination as set out in the Accreditation Agreement. Should the Agreement be terminated the applicant will be entitled to a de-brief on request from Iain Bradley (iain.bradley@education.gov.uk).

Incomplete Applications

- 4 Applications may be rejected if the information asked for in this document set is not given at the time of applying.

Returning Applications

- 5 Applications must be emailed by **12pm on 25 January 2017** to Accreditation.mailbox@education.gov.uk using a **secure** method of information transfer e.g. encrypted ZIP file with a strong password to be transmitted in a separate e-mail. Your e-mail must contain the word "APPLICATION" in the heading.

Receipt of Applications

- 6 Applications will be receipted up to the time and date stated. Applications received before the due date will be retained unopened until then. It is the responsibility of the applicant to ensure that their application is delivered not later than the appointed time. Applications received after the deadline will be rejected.

Acceptance of Applications

- 7 By issuing this invitation the Department is not bound in any way and does not have to accept any application.

Inducements

- 8 Offering an inducement of any kind in relation to obtaining this agreement or any other contract with the Department will disqualify your application from being considered and may constitute a criminal offence.

Costs and Expenses

- 9 You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your application whether or not your application is successful.

Debriefing

- 10 Following accreditation, debriefing will be available to unsuccessful applicants on request. via Accreditation.mailbox@education.gov.uk

Assessment Criteria

- 11 Whilst the accreditation process is not governed by the Public Contracts Regulations 2015, the Department intends to apply the usual procurement principles i.e. transparency, equal treatment and proportionality.
- 12 Your application will be evaluated using the criteria set out in Document 2 – ‘Specification and Evaluation Criteria’. Your Statement of Security Assurance will be evaluated using the minimum scoring requirements in Document 4.

Freedom of Information

- 13 The Department is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your application is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful applicants.

Information Sharing Across Government

- 14 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice.
- 15 For these purposes, the Department may disclose within Government any of the applicant's documentation/information (including any that the applicant considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the applicant to the Department during this accreditation process. The information will not be disclosed outside Government. Applicants taking part in this accreditation process consent to these terms.

Cyber Essentials Scheme

- 16 The Government has introduced its Cyber Essentials Scheme in consultation with industry to mitigate the risk from common internet based threats.
- 17 From 1st October 2014, it is mandatory for new Central Government contracts, which feature characteristics involving the handling of personal data and ICT systems designed to store or process data at the OFFICIAL level of the [Government Security Classifications scheme](#) to comply with Cyber Essentials requirements.

- 18 The successful applicant will be required to provide evidence of -Cyber Essentials- or -Cyber Essentials Plus- certification “or equivalent” (i.e. demonstrate they meet the five technical areas the Cyber Essentials Scheme covers) prior to the Accreditation award.
- 19 The successful applicant will be required to secure and provide evidence of -Cyber Essentials or -Cyber Essentials Plus- re-certification “or equivalent” (i.e. demonstrate they meet the five technical areas) on an annual basis.
- 20 Details of certification bodies are available at:
<https://www.cyberstreetwise.com/cyberessentials>

Data Security Standards

- 21 For agreements which require the holding or processing of either personal data and/or OFFICIAL data the successful applicant will need to assure the Department that they can comply with the Department’s security standards.
- 22 Departmental security standards are listed as agreement clauses in Document 5 – Schedule 3.

Assessment Period

- 23 The Department requires applications to remain valid up to signing of the Accreditation Agreement.

Basis of the Agreement

- 24 The Accreditation Agreement in Document 5 will form the basis of the agreement between the successful applicant and the Secretary of State for Education.

Conclusions

- 25 Whilst every endeavour has been made to give applicants an accurate description of the Department’s requirement, applicants should make their own assessment about the methods and resources needed to meet them.