

## FROM

TO

## 1. SERVICES REQUIREMENTS

- Develop a CPD course, including all materials, for KS2 teachers comprising 6 sessions to be delivered across a minimum of two terms. Content will be focussed on increasing teacher subject knowledge in reading fluency, and providing teachers with practical, evidence-based techniques and strategies they can implement in their classrooms to improve pupil's reading fluency and to bridge the gap from effective decoding to comprehension. Strategies should include (but are not limited to) choral reading, partner reading, repeated reading, echo reading, modelling, vocabulary highlighting, readers theatre.
- Develop and deliver 'train the trainer' sessions to prepare English hub facilitators to deliver the above mentioned CPD (training required for c100 delegates).

Key deliverable is to ensure that all course materials are ready, and facilitators trained to enable hubs to begin delivery to their first cohort in Autumn 2025.

This will be achieved by;

- Attending and contributing to regular meetings (minimum monthly) with departmental officials. Initial meetings will be to agree scope, outline content and timescales, later meetings will provide updates on progress.
- Producing accompanying materials and script for the MLS offer on reading fluency. Materials include but are not limited to: marketing materials, programme handbook, session outlines, session slides, evaluation materials.
- Working collaboratively with the English Hubs Programme, including a working group of hub representatives, to develop/test the training content.
- Attending other meetings/events relevant to the development of the project e.g. Hubs Council Meetings, Hub Events
- Following launch of MLS Reading Fluency offer, support reading fluency thinking within the English Hubs programme, this may include advising on potential intensive support offer and or audit for reading fluency.

**(1.2) Service Commencement Date:**

28 April 2025

**(1.3) Price payable by Authority and payment profile:**

██████████

VAT will be applied at the prevailing rate.

1. Payment Profile

Payment	Scheduled date	Price exc. VAT (£)
Design 6 module CPD programme	Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.  Estimated delivery; April 2025, May 2025, Jun 2025	██████████
Create slides for all modules	Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.	██████████

	Estimated delivery; April 2025, May 2025, Jun 2025, Jul 2025, Aug 2025.	
Create course materials (e.g. booklets and handouts)	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; April 2025, May 2025, Jun 2025, Jul 2025, Aug 2025.</p>	
Write scripts for Train the Trainer delivery of CPD programme	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun 2025, Jul 2025, Aug 2025.</p>	
Internal review of modules	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun 2025, Jul 2025, Aug 2025.</p>	
Film video footage of fluency strategies in action	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun 2025, Jul 2025.</p>	
Supply cover for schools used for filming	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun</p>	

	2025, Jul 2025.	
Video recording and editing	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun 2025, Jul 2025, Aug 2025.</p>	██████
Consultancy and clips from Professor Tim Rasinski.	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; May 2025, Jun 2025, Jul 2025, Aug 2025.</p>	██████
Review of HfL created materials by Professor Rasinski	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jun 2025, Jul 2025.</p>	██████
Delivery of train the trainer modules	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jul 2025, Sept 2025, Jan 2026, Mar 2026.</p>	██████
Edit recordings of train the trainer modules	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jul 2025, Sept 2025, Jan 2026, Mar 2026.</p>	██████

DfE Meetings	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Minimum monthly for project duration.</p>	██████
Ongoing support for hub facilitators	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Sept 2025 to Mar 2026.</p>	██████
Event support for train the trainer delivery	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Jul 2025, Sept 2025, Jan 2026, Mar 2026.</p>	██████
Finance/legal support	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Throughout contract period.</p>	██████
Graphics support for course materials	<p>Specific dates TBC dependant on when work delivered. Payment in arrears Invoices to be supplied at the end of each month where activity has taken place.</p> <p>Estimated delivery; Apr 2025 May 2025, Jun 2025. Jul 2025.</p>	██████

TOTAL	
-------	--

2. Invoices shall be prepared by the Contractor monthly in line with values set out in the Table.
3. The Department shall accept and process for payment an electronic invoice submitted for payment by the Contractor where the invoice is undisputed and where it complies with the standard on electronic invoicing. For the purposes of this paragraph, an electronic invoice complies with the standard on electronic invoicing where it complies with the European standard and any of the syntaxes published in Commission Implementing Decision (EU) 2017/1870.
4. Invoices shall be sent, within 5 days of the dates listed in paragraph 1 electronically by email to [REDACTED] and [REDACTED] quoting the Contract reference number.  
  

To request a statement, please email [REDACTED], quoting the Contract reference number. The Department undertakes to pay correctly submitted invoices within 5 days of receipt. The Department is obliged to pay invoices within 30 days of receipt from the day of physical or electronic arrival at the nominated address of the Department. Any correctly submitted invoices that are not paid within 30 days will be subject to the provisions of the Late Payment of Commercial Debt (Interest) Act 1998. A correct invoice is one that: is delivered in timing in accordance with the contract; is for the correct sum; in respect of goods/services supplied or delivered to the required quality (or are expected to be at the required quality); includes the date, supplier name, contact details and bank details; quotes the relevant purchase order/contract reference and has been delivered to the nominated address. If any problems arise, contact the Department's Contract Manager. The Department aims to reply to complaints within 10 working days. The Department shall not be responsible for any delay in payment caused by incomplete or illegible invoices.
5. If this Contract is terminated by the Department due to the Contractors insolvency or default at any time before completion of the Service, the Department shall only be liable under paragraph 1 to reimburse eligible payments made by, or due to, the Contractor before the date of termination.
6. On completion of the Service or on termination of this Contract, the Contractor shall promptly draw-up a final invoice, which shall cover all outstanding expenditure incurred for the Service. The final invoice shall be submitted not later than 30 days after the date of completion of the Service.
7. The Department shall not be obliged to pay the final invoice until the Contractor has carried out all the elements of the Service specified as in Appendix 1.
8. It shall be the responsibility of the Contractor to ensure that the final invoice covers all outstanding expenditure for which reimbursement may be claimed. Provided that all previous invoices have been duly paid, on due payment of the final invoice by the Department all amounts due to be reimbursed under this Contract shall be deemed to have been paid and the Department shall have no further liability to make reimbursement of any kind.

(1.4) Completion date (including any extension period or periods):
--

31 March 2026
<b>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</b>
<p><b>(2.1) Supplemental requirements in addition to Call-off Terms:</b></p> <p>2.1.1 The online platform used must meet the following accessibility standards:</p> <p style="padding-left: 40px;">a) Compliance with WCAG V2.1 to 'AA' Standard</p>
<p><b>(2.2) Variations to Call-off Terms:</b></p> <p>N/A</p>
<b>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</b>
<p><b>(3.1) Name of the Professional who will deliver the Services:</b></p> <p>████████████████████</p>
<p><b>(3.2) Performance standards:</b></p> <p>See Appendix 1</p>
<p><b>(3.3) Location(s) at which the Services are to be provided:</b></p> <p>See Appendix 1</p>
<p><b>(3.4) Quality standards:</b></p> <p>See Appendix 1</p>
<p><b>(3.5) Contract monitoring arrangements:</b></p> <p>See Appendix 1</p>
<p><b>(3.6) Management information and meetings</b></p> <p>See Appendix 1</p>

<b>4. CONFIDENTIAL INFORMATION</b>
<b>(4.1) The following information shall be deemed Confidential Information:</b>  Any information regarding the hub network (individual hubs or the collective group) not already in the public domain, particularly any information around plans for the future direction of the programme or any decisions around hub priorities/funding not yet agreed and communicated externally.
<b>(4.2) Duration that the information shall be deemed Confidential Information:</b>  Any information regarding potential or actual hub policy development should remain confidential until it is either confirmed as official hub policy or is no longer under consideration as an active idea for the hubs

**BY ACCEPTING THIS ORDER IN JAGGAER THE CONTRACTOR 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 Contractor and the Authority.

Signed on behalf of the Contractor (Herts for Learning Ltd);

Name: [REDACTED]

[REDACTED]

Date: [REDACTED] (May 8, 2025 08:44 GMT+1)

Signed on behalf of the Authority (Department for Education);

Name: [REDACTED]

[REDACTED]

Date: [REDACTED] (May 15, 2025 10:06 GMT+1)

#### Appendix 1: Specification of Services



[REDACTED]

#### Appendix 2: Tender



[REDACTED]



[REDACTED]



[REDACTED]



[REDACTED]





### Appendix 3: Processing, Personal Data and Data Subjects

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:  
[REDACTED]
2. The contact details of the Processor's Data Protection Officer are:  
[REDACTED] - [REDACTED]
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with the DPS Call-off terms.
Subject matter of the processing	Personal data relating to English Hub staff and DfE officials
Duration of the processing	For duration of the contract 28/04/2025 to 31/03/2026
Nature and purposes of the processing	<p>Data will be collected and processed to facilitate CPD and training development and/or attendance e.g. to communicate dates and times of 'Train the Trainer' sessions, completion of tasks associated with CPD development e.g. requesting feedback on materials from hub facilitators/hub leads.</p> <p>Data will also be used to monitor attendance levels and to report on/follow up nonattendance in relation to train the trainer events.</p>
Type of Personal Data	Names, School details (including URN and school name), contact details of hub staff, including but not limited to MLS facilitators and Hub Leads.
Categories of Data Subject	Consultants and Trainees

Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	All data collected by processor to be deleted at project conclusion.
--	--




# 202504 Reading Fluency DPS Order Form Template

Final Audit Report

2025-05-15

Created:	2025-05-07
By:	[REDACTED]
Status:	Signed
Transaction ID:	CBJCHBCAABAAT44OARZFeiZg8ou4ngTMARPOedZ6jGld

## "202504 Reading Fluency DPS Order Form Template" History

-  Document created by [REDACTED]  
2025-05-07 - 5:28:34 PM GMT
-  Document emailed to [REDACTED] for signature  
2025-05-07 - 5:31:27 PM GMT
-  Email viewed by [REDACTED]  
2025-05-08 - 7:42:56 AM GMT
-  Signer [REDACTED] entered name at signing as [REDACTED]  
2025-05-08 - 7:44:43 AM GMT
-  Document e-signed by [REDACTED] ([REDACTED])  
Signature Date: 2025-05-08 - 7:44:45 AM GMT - Time Source: server
-  Document emailed to [REDACTED] for signature  
2025-05-08 - 7:44:46 AM GMT
-  Email viewed by [REDACTED]  
2025-05-08 - 7:51:06 AM GMT
-  New document URL requested by [REDACTED]  
2025-05-15 - 9:06:13 AM GMT
-  Email viewed by [REDACTED]  
2025-05-15 - 9:06:27 AM GMT
-  Signer [REDACTED] entered name at signing as [REDACTED]  
2025-05-15 - 9:06:49 AM GMT



Document e-signed by [REDACTED]

Signature Date: 2025-05-15 - 9:06:51 AM GMT - Time Source: server



Agreement completed.

2025-05-15 - 9:06:51 AM GMT