

Call-Off Schedule 20 (Call-Off Specification)

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1. OVERVIEW OF THE AUTHORITY

The Department for Education's (DfE) (the Buyer's) vision for children and young people with Special Educational Needs and Disabilities (SEND) is the same as for all children and young people – that they achieve well in their early years, at school and in college; they find employment; lead happy, fulfilled lives; and experience choice and control.

DfE is responsible for supporting improvements in local authorities (LAs) and across local areas with local partners in regards to the provision of services for children with SEND. The aim is to improve the quality and consistency of services for children with SEND and reduce the current and unwarranted variation in performance and efficiency of Local Authorities.

2. BACKGROUND TO YOUR REQUIREMENT

Supporting local areas to meet the needs of children and young people with SEND continues to be a high priority for government, with a clear line of sight to key government commitments on the levelling up agenda, economic growth, and employment, and the recently published national disability strategy.

The [SEND Green Paper](#)¹ highlighted that despite the ambitious reforms introduced under the 2014 Children and Families Act, key challenges remain in delivering SEND services in line with our vision. These reforms have not translated into improved outcomes for all children and young people and increased demand for SEND services and Alternative Provision is putting local authority high needs budgets under growing, unsustainable pressure, exacerbated by widespread variation in the quality and timeliness of service provision of children, young people and their families.

The [SEND and AP Improvement Plan](#)² sets out the importance of using the funding from the 2021 Spending Review for the £70m Change Programme to test, refine and in some cases, develop, our flagship system reforms: National Standards, Strategic Partnerships and Plans, the Alternative Provision (AP) Service, and Commissioning Reform. The Improvement Plan makes it clear that these reforms are designed to have the greatest impact on driving up the quality of 'ordinarily available provision', in turn reducing the need for parents to see securing a statutory Education, Health and Care Plan (EHCP) as their only recourse to getting support at the right time and in the right place.

As set out in the SEND and AP Green Paper and Improvement Plan, the testing of these reforms will bring together the key decision-makers, delivery partners to work with families to build a strong foundation of effective leadership and system partnership that will deliver co-produced standards and commissioning processes. Doing so will foster the required culture change needed to deliver the step-change in system improvement. The Change Programme will also include Early Language Support for Every Child (ELSEC) pathfinders, co-funded with NHS England (NHSE), to improve early

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063620/SEND_review_right_support_right_place_right_time_accessible.pdf

² [SEND and alternative provision improvement plan - GOV.UK \(www.gov.uk\)](#)

access to speech and language therapy for those who need it. This will help inform both the work on national standards and our SEND and AP Workforce Strategy and aligns with, and sets the foundations for, the key objective in the Improvement Plan of delivery of a single national SEND and AP system.

Taking a systemic approach to testing the cumulative impact of our reforms on the SEND and AP system, rather than a scattering of small pilots or projects that separately test individual components will allow us to test whether, taken together, our reforms deliver the change we need.

Delivery of the programme will be undertaken through a regional delivery model. We will establish nine Regional Expert Partnerships (REPs), which will comprise of a cluster of 3-4 local areas, who are, wherever possible, located within a single Integrated Care Board (ICB) to improve join up with health.

The Change Programme will deliver across the next two academic years 2023/24 to 2024-25, with provision in the Delivery Partner contract for a potential extension of the programme. We expect the contract to start as soon as possible to incorporate a set up & planning phase. There is a maximum of £9.8m available for this contract (excluding any extension).

The Department also has other complementary SEND and AP improvement grant and contract funded programmes and would expect the successful bidder to work together with those suppliers, where relevant, to ensure activities align.

3. DELIVERY PARTNER REQUIREMENTS

3.1 Overview

.1.1. The primary objective of this Call-Off Contract is to provide expertise in four key areas to help the department successfully test key policy reforms and create a blueprint of the future system. What we learn from testing will be the critical success factor along with the ability to iterate at pace. This will allow us to develop the robust evidence base we will need to determine whether and in what areas we will legislate in the future in order to drive and embed the culture and system change that delivers the core aims of the SEND and AP Improvement Plan.

.1.2. The Change Programme will be delivered in three phases:

Phase 1 Set up and Planning to be completed by end of August 2023

Phase 2 Test and Refine

a) Tranche 1 Testing to commence September 2023

b) Tranche 2 Testing to be confirmed as our policy develops

Phase 3 Taskforce Phase to commence early 2024

- .1.3. Supporting delivery and the successful testing of the reforms through the Change Programme lifecycle will be key and will be where the delivery partner is held to account, not for the success or failure of individual reforms. Learning what does not work will be as important as learning what does.
- .1.4. Delivery of the programme will take place via a regional delivery model. Nine Regional Expert Partnerships (REPs) will be set up which will comprise of a cluster of 3-4 local areas, who are, wherever possible, located within a single Integrated Care Board (ICB) to improve join up with health.
- .1.5. These REPs will test and refine these reforms and build the evidence base that demonstrate whether our reforms will ultimately deliver the step-change in improving children and families' outcomes and experiences and create a financially stable system. We also want Regional Expert Partnerships to take a "co-production" approach to testing and refining our reforms, including involving children and young people with SEND and/or in alternative provision and their families or carers. These reforms will require legislation to mandate system-wide implementation. This makes it vital to test them in a 'real world' context, in partnership with schools, health and families.
- .1.6. The level of system change and testing the Regional Expert Partnerships (REPs) will need to carry out requires the support of a high-quality delivery partner that can provide deployable, 'boots on the ground' system transformation and SEND and AP expertise. The delivery partner will need to take on the role of:
 - i. Strategic Programme Management for the REPs.
 - ii. Providing system transformation and SEND and AP expertise
 - iii. Facilitating real-time learning from the REPs to inform policy development; and
 - iv. National dissemination of learning and best practice.
- .1.7. The number of local areas operating within REPs in Phase 2 could be between 27-36, but this could increase up to 60 local areas in Phase 3, through delivery of taskforce support. This will help to build the evidence base over the programme lifetime. To acknowledge the level of capacity needed on the ground to support those local areas we are providing a budget of up to £9.8m for the initial two-year contract.
- .1.8. Funding for REPs will be issued in grants, which will be allocated in specific amounts across the different programme phases (such as the set-up phase

and each phase of testing) at specific intervals across the year. The majority of the £70m available funding () will be allocated to the REPs.

- .1.9. We are also co-funding with NHSE, ELSEC pathfinder sites to test new models of working to meet the speech and communication needs of children and young people in pre-school, early years and primary settings by giving them swifter access to specialist support. We will test these pathfinders through the REPs to establish community-based early intervention teams that will work in early years settings and primary schools with the aim of improving identification and support for children with Speech Language and Communication Needs.
- .2. To assess the impact of this programme an independent evaluator will be procured separately. Any successful bidder will be required to co-operate with an independent evaluator, including sharing information as required.
- .3. We encourage bidders to offer work experience, placements, or other supported employment opportunities, such as Supported Internships, to children and young people with SEND, where possible.

.4. [Delivery Expectations](#)

.4.1. [Design, develop and deliver a strategic framework.](#)

This framework is to help REPs to adopt reforms and share what works to allow the whole system to begin functioning more sustainably. The delivery partner will help DfE teams turn their policies into something REPs can deliver by providing:

- a) **Strategic Project Management Support** – Work with LAs to put in place strategic partnerships and local inclusion plans and support the lead LA to develop strategic delivery plans for the wider REP, put in place a senior leadership level steering group for effective monitoring and reporting to DfE with robust challenge and support to both local areas and DfE teams to maintain delivery against agreed milestones and timelines.
- b) **Deployable System Transformation and SEND and AP expertise** – A strong focus on complex system transformation that integrates a single approach to counter the issues created by the 2014 reforms, and thus drive national consistency, is key to delivering improved outcomes, experience, and financial sustainability. Being able to deploy “boots on the ground” expertise in local areas with experience of working in the SEND and AP systems post 2014 and understanding of wider children's services and a track record in building new systems from the ground up, will help develop a prototype of the

new SEND system. Experience engaging the full range of local partners in that process with credibility is essential when challenging and supporting local senior leaders across education, health and care as well as the ability to engage practitioners.

- c) **Facilitation of real time learning** – Develop a continuous feedback loop of intelligence including key measures of local delivery alongside stakeholder insight, using appropriate methods and forums including written reports, metrics, workshops, forums etc to allow the department to learn fast and understand in real time what is working and what isn't. This will allow the department to act quickly and refine or develop policy reforms, or their operational delivery, based on REPs experiences so they can be implemented effectively, share best practice, support the ongoing evaluation of the programme and build an evidence base of what works.
- d) **National dissemination of learning and best practice** – To drive a new culture and the right conditions for success in advance of any future legislation, it will be essential to spread learning from the Change Programme to all areas of the system through national events, webinars, and any other suitable forums, so that by the time we seek to legislate to drive and embed reforms the system is already on the way to operating in this way.

.4.2. [Delivery of the Change Programme across multiple phases](#)

- a) **Phase1: Set-up and Planning** – The delivery partner will work with the department to design a framework and deploy system transformation and SEND and AP expertise at local levels to co-develop detailed delivery plans that recognise local variations across the system. This needs to maximise the opportunity to deliver, test and refine proposals through engagement with key stakeholders convening roundtables, workshops, and focus groups as relevant, to ensure there is robust stakeholder participation and buy-in into the implementation of selected reforms. Part of this phase will also involve working with DfE and NHS policy teams and expert advisory groups to support policy development.
- b) **Phase 2: Test and Refine** – The delivery partner must create a mechanism that drives the implementation of reforms and provides an overarching view of progress to develop a real time feedback loop that allows the department to act quickly and create the right conditions for success. There will be more than one phase of testing, as not all reforms will be ready to test at the same

time, this should be reflected in the detailed delivery plans drafted in the Set Up & Planning phase.

- c) **Phase 3: Build Capacity & Capability** – The delivery partner will co-develop a menu of options with REPs based on their recognised best practice in the SEND and AP system then engage with and deploy targeted taskforce style support to, LAs identified by DfE as being most in need of that intervention to improve their existing performance. This may also include developing inclusion plans with them to demonstrate how that support will be applied and determining the level of capacity needed. They will also work across education and health to develop and improve training standards that support the aims of the programme. Taskforce support should be delivered as appropriate but could include face to face or online training, sharing guidance etc.

The delivery partner will:

- a) Continue to develop and refine delivery plans to best meet REPs needs and achieve DfE's objectives throughout the life of the programme, considering feedback from all experts and programme teams, insights, and stakeholder engagement and DfE's developing policy priorities.
- b) Look for opportunities to communicate to the sector and the public what the Change Programme is doing including key outcomes, milestones or learning.
- c) Future proof this programme of work by ensuring the integrity and reusability of any toolset or output developed for this work. The supplier will be required to transfer all IP (Intellectual Property) relating to all outputs developed or created as part of this contract to DfE by the end of the contract or sooner as requested.

.5. Key Performance Indicators (KPIs)

- The delivery partner will be required to comply with all elements of this specification, its delivery proposal for the programme in the form agreed by DfE, the terms and conditions of the contract, and the agreed KPIs for the programme. It will be required to continually monitor and regularly report on progress against these; on risks to and issues affecting the successful delivery of programme objectives; on progress against the agreed implementation plan, high-level delivery plan and detailed delivery plans; and on programme finances.
- The key performance indicators will be around the ability of the change programme to successfully deliver the expectation set out in section 3.2, these will be discussed and

agreed with the successful bidder alongside service credits in advance of the contract being awarded.

KPIs will include but not be limited to the following:

The delivery partner will:

- Support each lead LA to set up the REP including setting up a senior level steering group, representative of all local areas and partners in the REP.
- Ensure each REP has completed and signed off a strategic delivery plan with DfE by the end of the set-up phase.
- Ensure that agreed robust management controls and management information are in place to monitor and report on progress within one month of contract being signed. This will include, but not be limited to, a programme plan, risk management and reporting dashboards for CPPs.
- Produce and share monthly reports on programme progress to support the continuous feedback loop, providing policy teams with real time insight.
- Produce and share evidence based quarterly reports on learning from CPPs to support dissemination of learning to the sector.
- Develop and deliver a mechanism or framework for sharing real time feedback across all the members in the Programme. This will include developing, agreeing with DfE, and implementing robust processes for gathering and disseminating metrics and insights to inform continuous improvement.
- Develop a mechanism for sharing programme learning nationally across the SEND and AP system and NHSE Speech and Language services.
- Real time learning and dissemination of best practice is shared regularly at agreed intervals across the lifetime of the contract.
- Barriers to successful testing are quickly identified and resolved or where necessary escalated to DfE.
- Devise and develop a customer satisfaction survey to provide anonymous feedback from local areas on their experience of the quality of support given to them, as well as feedback from the department. This will be issued quarterly by the Delivery Partner with content agreed in advance with DfE, including but not limited to the following themes:

- i. Quality of PMO skills to support planning, implementation, testing and refinement of reforms;
 - ii. Quality of system transformation and SEND and AP expertise to identify opportunities in the system and drive change;
 - iii. Quality of feedback loops to highlight gaps or opportunities and meet the needs of all stakeholders to drive the right challenge and support;
 - iv. Quality of events and webinars to share learning and best practice;
 - v. Ability of the delivery partner to identify, mitigate, overcome, and escalate barriers to delivery and testing;
 - vi. Quality and timeliness of responses to ad-hoc requests for progress information or data.
- Produce an exit plan within three months of contract being signed.

Indicative initial KPIs

- KPIs are subject to amendment on contract start.
- DfE reserves the right to introduce/revise and agree new KPIs with the supplier as the programme progresses and in the event of any extension.

KPI No	Indicative KPI criterion	Measured by	Suggested % for supplier to meet	Service Period	Service credit to be applied if target not met
1	Management Information	(i) Submission of Monthly reports on programme progress to support the continuous feedback loop, providing the department with real time insight (ii) Submission	98% of all requested Management Information reports to be supplied to DfE by the date agreed for each monthly and quarterly return	Monthly/Quarterly	n/a

		of Quarterly evidence based reports on learning from CPPs to support dissemination of learning to the sector.			
2	Customer satisfaction	Summary of anonymous responses /feedback from local areas on their experience of the quality of support given to them, as well as feedback from the department. This will be captured through quarterly surveys issued by the delivery partner with content agreed in advance with DfE, further details of content to be included can be found in section 3.3.	80% or more of customer satisfaction survey respondents rate delivery as satisfactory or higher.	Quarterly	n/a
3	Invoice Accuracy / Timelines:	All invoices will be valid in accordance with the criteria in 4.5 of the Core Terms and submitted in line with timescales to be agreed with DfE	98%	monthly	n/a
4	Set Up & Planning	All CPPs and individual local authorities have a finalised strategic delivery plan in place ready for sign off by DfE Timeframe By 3 November 2023. (see milestone 1)	100%	By 3 November 2023	Maximum of 1% of contract payments from contract start date to 31st August 2023
5	Test & Refine Tranche 1	<i>All CPPs and individual local authorities have commenced the formal testing phase</i> Timeframe: By end	100%	By end November 2023	

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		November 2023 (see milestone 2)			
6	Test & Refine Tranche 2	All CPPs and individual local authorities have started to test the full suite of reforms outlined in their local inclusion plans Timeframe: From September 2024	100%	From September 2024	
7	Taskforce Support	All CPPs will have started to deliver taskforce support to local areas in need of intervention based on the menu of options they will develop (see milestone 4) Timeframe: From January 2024	100%	By 31 st January 2024	
8	Continuous Feedback Loop	The delivery partner will create and commence a mechanism/forum for sharing real time feedback. <ul style="list-style-type: none"> ○ <i>Set-up feedback process in place by October 2023</i> ○ <i>Formal feedback loop in place and signed off by DfE end November 2023</i> (see milestone 3)	100%	By 13 October 2023 By 30 th November 2023	
9	Dissemination of Learning	A mechanism for sharing learning has been created and implemented by the Delivery Partner and signed off by DfE. (see milestone 5)	100%	By 31 st January 2024	
10	Dissemination of Learning	The delivery partner will create and commence a mechanism/forum for sharing programme learning nationally and across all of the system, delivering regular	In line with schedule to be agreed by DfE	Monthly from April 2024 until contract end	

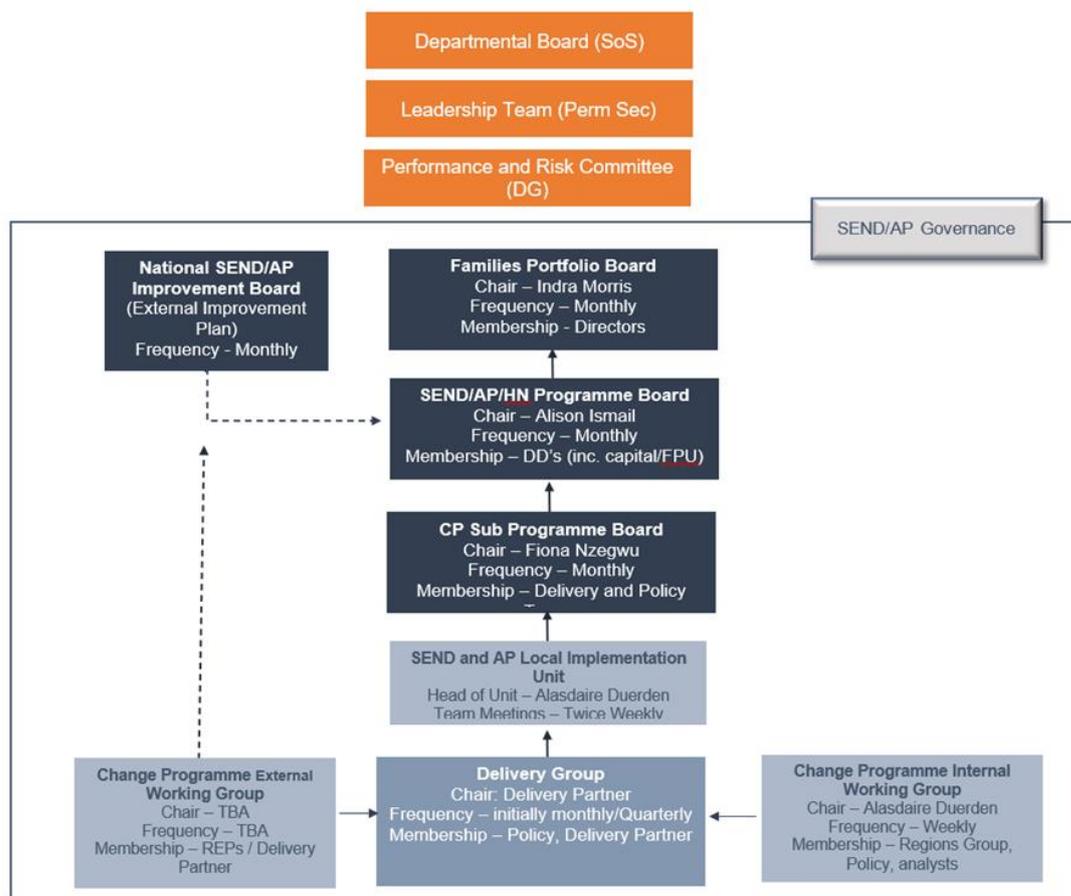
		events/webinars as agreed with the department. Timeframe: from April 2024 – end of the contract (see milestone 5)			
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3.6 Key Milestones

- The delivery partner should note the following project milestones DfE will measure the quality of delivery against:
- **Milestone 1:** All CPPs and individual local authorities have a finalised strategic delivery plan in place ready for sign off by DfE **Timeframe** By 3 November 2023.
- **Milestone 2:** *All CPPs and individual local authorities have commenced the formal testing phase* **Timeframe:** By end November 2023
- **Milestone 3:** The delivery partner will create and commence a mechanism/forum for sharing real time feedback.
 - .1. *Set-up feedback process in place by October 2023*
 - .2. *Formal feedback loop in place by end November 2023*
- **Milestone 4:** The Delivery Partner will support *all CPPs to develop a menu of support options that they can deliver to other LAs in the region.* **Timeframe:** by end of April 2024.
- **Milestone 5:** The delivery partner will create and commence a mechanism/forum for sharing programme learning nationally and across all of the system, delivering regular events/webinars as agreed with the department. **Timeframe:** from April 2024 – end of the contract

.1. Governance Requirements

- .1.1. There will be a robust approach to programme management, security of data and quality assurance of the programme.
- .1.2. The programme will be overseen by the DfE SEND and AP Implementation Unit with governance support from DfE’s SEND and AP Programme Board. The governance structure is set out in the diagram below.



The delivery partner will:

- .1.3. Work with any/all other suppliers providing support to REPs through other DfE programmes as appropriate.
- .1.4. Engage REPs to ensure continuous buy in and participation from all stakeholders, providing appropriate challenge or support and immediately feeding back issues to DfE.
- .1.5. Collect management information on the programme to support its own continuous improvement. It will also be required to collect and supply information for other relevant organisations, including DfE, NHSE, and any appointed evaluation contractor.
- .1.6. Support DfE to monitor grant funding to REPs and ensure it is used in accordance with the terms and conditions of the grant offer letter.
- .1.7. Ensure that the collection, transfer, and storage of information complies with relevant statutory requirements, including the General Data Protection Regulation (GDPR). The delivery partner will submit a security plan requiring DfE and NHSE

approval that explains how they will ensure that any DfE, NHSE and personal data will be protected.

- .1.8. Contribute to, and participate in, regular reporting of management information as outlined in this bid pack.

In addition, the delivery partner will:

- .1.9. Have a clear leadership and governance structure in place that combines efficient decision making with accountability and transparency.
- .1.10. Ensure there are sufficient staff with the right skills and expertise to manage the efficient and effective delivery of the programme.
- .1.11. Develop, implement, and progressively refine robust yet responsive programme management arrangements to ensure timely and effective delivery against the:
 - a) delivery requirements, KPIs and milestones set out in this ITT.
 - b) proposal submitted by the supplier in response to this ITT; and
 - c) strategic delivery plans produced and developed with REPs
- .1.12. Share knowledge acquired during the contract term through monthly and quarterly reports, ad-hoc where appropriate and through collaboration with our evaluation partner:
 - a) With DfE to improve awareness of strategic approaches and system intelligence, including on (but not limited to) any identified potential refinements to the delivery approach.
 - b) If requested by DfE and subject to DfE approval - with other suppliers delivering similar programmes on DfE's behalf and with other internal and external stakeholders, including (but not limited to) within the context of programme meetings and through the medium of presentations linked to findings of the programme.

3.5.13 Manage subcontracts with third party suppliers

3.5.14. Quality assure materials and delivery by partners and/or subcontractors.

- 3.5.15. Handle all data in accordance with government best practice, and in particular:
- 3.5.16. Provide a security plan that explains how departmental or personal data will be protected;
- 3.5.17. Ensure any data or management information transferred to DfE is done so in an agreed government secure method;
- 3.5.18. Make available to DfE any item of data relating to the contract in the supplier's possession within 24 hours of written request;
- 3.5.19. Provide to DfE all reasonable support and assistance in responding to any ad-hoc or urgent data requests to which Officials are required to respond as a consequence of legislative requirements or constitutional convention, including (but not limited to) requests under the Freedom of Information Act 2000 or the Data Protection Act 2018, requests from Ministers, and questions submitted by Members of Parliament; such support and assistance to be provided in a flexible and timely manner within the agreed timescales and at no additional cost to DfE; and
- 3.5.20. Take appropriate action to always ensure that the collection and transfer of information complies with the Data Protection Act 2018, the General Data Protection Regulation (Regulation (EU) 2016/679), including the inclusion of specific statements (on which DfE will advise) in a privacy notice to be issued to participants, and ensuring the secure storage and transfer of data.
- 3.5.21. If the services provided include digital delivery, register with, and always remain compliant with the Cyber Essentials Scheme, including the requirements for basic technical protection from cyberattacks.

4. BASE LOCATIONS

- 4.1. Remote - with regular travel to relevant local areas as required across DfE nine regions in England and to DfE offices as appropriate.³

5. REPORTING

³ North-east, North-west, Yorkshire and Humber, East-midlands, West-midlands, East-England, London, South-east, South-west

As a minimum:

- Monthly reporting as set out in section 3 above.
- Quarterly reviews with a forward-look element
- Milestone reporting.

6. PAYMENT

Monthly invoicing in line with the pricing schedule.

7. CONTRACT END

7.1 The delivery partner will be required to ensure that there is a formal closure procedure and have an exit strategy in place for handover of the assets if required.

7.2 The delivery partner will show:

- a) A clear plan for formal project closure including any Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) arrangement where required.
- b) A clear exit strategy for handover, if required, of all aspects of the service to a new provider or organisation and DfE.
- c) A clear summary of outputs, lessons learned and outstanding issues arising during the contract.

7.3 In the event DfE extends the contract it will be for a maximum of one extra year to fully test and evaluate reforms and give us the best possible opportunity to build the evidence base required for future legislation. In this scenario the current rate of funding will be maintained.

8. USEFUL INFORMATION

We recommend that interested parties familiarise themselves with the SEND and AP Green Paper, the SEND and AP Improvement Plan and the Children's Social Care Implementation Strategy

[SEND review: right support, right place, right time - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[SEND and alternative provision improvement plan - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Children's social care stable homes built on love consultation \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

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This contract provides an exciting opportunity to support delivery of a key DfE priority, and work alongside DfE officials to support REPs as they work to function effectively and sustainably to achieve the above. It may also provide the opportunity to work with wider DfE or cross government programmes where there is overlap in activity or in the LA's or ICB's they are testing in. For example, Children's Social Care pathfinders or NHSE (National Health Service England) pathfinders on Speech, Language and Communication Needs.

We understand that it may not be possible for one contractor to provide all the requirements in this specification, and we welcome bids from consortia as well as from individual organisations. We are also keen on bids that can demonstrate a flexible and innovative ecosystem model with a mechanism to accommodate smaller regional/local specialists in their supply chain where relevant.

The supplier must demonstrate how they will encourage and support diversity, both of protected characteristics and prior experience, across all components of the programme. All stages and components of the programme must offer equal opportunities to participants from all backgrounds and avoid discrimination against participants for any reason other than their suitability and eligibility to contribute to the programme. The successful contractor will be required to ensure that all aspects of any selection process adhere to statutory and legal requirements for equality and diversity. Further information about the Equality Act 2010 is available at: [gov.uk/guidance/equality-act-2010-guidance](https://www.gov.uk/guidance/equality-act-2010-guidance).

The delivery partner will support DfE to deliver the SEND and AP Change Programme ensuring REP's receive appropriate challenge and support to keep the programme on track. DfE does not intend to strictly specify how this should be delivered and wishes to encourage bidder innovation in designing and developing the programme. However, a successful bidder would need to show how they would deliver the elements in set out in in section 3.

9. AUTHORITIES RESPONSIBILITIES

9.1 DfE will identify and engage the 9 REPs in advance of the contract starting to outline their roles and responsibilities while participating in the Change Programme.

9.2 DfE will introduce the delivery partner to the REPs and provide clarity on the separation of roles and responsibilities and how we expect the delivery partner and REPs to work together.

9.3 DfE will educate the delivery partner on the specific policy reforms we expect the REPs to test to ensure they can be implemented, refined, and evaluated appropriately.

10. ACRONYMS

[REPs / Regional Expert Partnerships]

[AP / Alternative Provision]

[CYP / Children and young people]

[LA's / Local Authorities]

[EHCP / Educational Health & Care Plan]

[SLCN /Speech, Language and communication needs]

[ICB / Integrated Care Board]

11. CALL-OFF INCORPORATED TERMS

The following documents will be incorporated alongside the core terms (version 3.0.10 v5) and all mandatory schedules into the Call-Off Contract awarded as a result of this ITT.

Joint Schedules for RM6187 Management Consultancy Framework Three

- Joint Schedule 1 (Definitions)
- Joint Schedule 2 (Variation Form)
- Joint Schedule 3 (Insurance Requirements)
- Joint Schedule 4 (Commercially Sensitive Information)
- Joint Schedule 7 (Financial Difficulties)
- Joint Schedule 10 (Rectification Plan)
- Joint Schedule 11 (Processing Data)

Call-Off Schedules

- Call-Off Schedule 3 (Continuous Improvement) -
- Call-Off Schedule 7 (Key Supplier Staff) -
- Call-Off Schedule 8 (Business Continuity and Disaster Recovery)
- Call-Off Schedule 9 (Security)
- Call-Off Schedule 10 (Exit Management)
- Call-Off Schedule 13 (Implementation Plan and Testing)
- Call-Off Schedule 14 (Service Levels)
- Call-Off Schedule 15 (Call-Off Contract Management)
- Call-Off Schedule 20 (Call-Off Specification)

In addition to Call-Off Special Terms 1 detailed in the Call-off Order Form the following Call-Off Special Terms will also be incorporated into the Call-Off Contract awarded as a result of this ITT.

Special Term 2 [For each member of Supplier Staff who, in providing the Deliverables, has, will have or is likely to have access to children, vulnerable persons or other members of the public to whom the Buyer owes a special duty of care, the Supplier must (and shall procure that the relevant Sub-

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Contractor must) ensure a police check is completed and such other checks as may be carried out through the Disclosure and Barring Service (DBS), and the Supplier shall not (and shall ensure that any Subcontractor shall not) engage or continue to employ in the provision of the Deliverables any person who has an inappropriate record.]

Special Term 3 [In addition to the provisions of Joint Schedule 11 – (Processing Data) the parties shall work together to ensure that appropriate data sharing and processing arrangements are put in place with the participating LAs in a timely manner so as to enable the Supplier to access data which, it is acknowledged, is essential to enable them to carry out the Programme.]

Special Term 4 [In addition to the right of the Buyer pursuant to Core Term 10.2.2, the Buyer shall be entitled to terminate this Call-Off Contract by giving the Supplier not less than 30 days' written notice

No other Supplier terms will be part of the Call-Off Contract awarded as a result of this ITT.