**Contract 3: Support for children and young people with physical disabilities**

**Reference:** CSEC (SEND) 17-18/03: Support for children and young people with physical disabilities

**Title:** Support for children and young people with physical disabilities

**Contact Details**:

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**Background and description of the services required**

On 1 September 2014, Part 3 of the Children and Families Act 2014 took effect, offering simpler, improved and more consistent help for children and young people in England with special educational needs and disabilities (SEND).

The new system is:

* replacing statements of SEN and learning disability assessments with Education, Health and Care (EHC) plans - setting out in one place all the support families will receive;
* requiring councils to publish a ‘local offer’ showing the support available in the area to all children and young people who have disabilities or SEN;
* requiring better co-operation between councils and health services to make sure services for children and young people with SEN and disabilities are jointly planned and commissioned;
* giving parents and young people with EHC plans the offer of a personal budget;
* introducing mediation for disputes; and
* introducing a legal right for children and young people with an EHC plan to express a preference for state academies, free schools and further education colleges.

On 26 January 2016, the Children’s Minister Edward Timpson, announced a package of additional support for implementation of the SEND reforms in England during 2016-17. This included:

* £35.8 million in [implementation funding for local authorities in 2016 to 2017](https://www.gov.uk/government/publications/send-reform-funding-for-local-authorities-2016-to-2017), recognising the additional duties placed on them as a result of the transition to EHC plans
* £27.3 million for the [Family Fund Trust](http://www.familyfund.org.uk/) to support low income families with disabled children
* £15 million to fund the [independent supporters programme](http://councilfordisabledchildren.org.uk/independentsupport), helping to support families and young people to navigate the system, and creating positive experiences for them
* £2.3 million for [Parent Carer Forums](http://www.nnpcf.org.uk/), which bring parents together to provide invaluable support and advice for families

To complement this programme of delivery support, the Government is now seeking applications for a new contract in 2017-18 to improve the support provided for children and young people with physical disabilities.

Some of the key requirements for the contract are provided at Annex A. Further information is contained within the Invitation to Tender documentation. To request a copy of the documentation, please e mail the contracts mailbox at: [Contracts2017-18.SEND@education.gov.uk](mailto:Contracts2017-18.SEND@education.gov.uk), quoting the contract title and reference number. In the subject line of your e mail, please include the words ‘Request for ITT documentation’.

**Estimated Contract Start Date (subject to change): 1 April 2017**

**Contract End Date: 31 March 2018**

**Estimated value or range of values**:

The maximum estimated value of this contract is up to £300,000 inclusive of VAT.

**Deadline for receipt of tenders (time and date)**:

Three hard copies of all completed tenders must be received by Angela Overington no later than 10.00am on Monday 30 January 2017 at:

The Department for Education

0-25 SEND Unit

Level 1, Sanctuary Buildings

Great Smith Street

London SW1P 3BT

An electronic PDF version must also be submitted no later than 10.00am on

Monday 30 January 2017 to the contracts mailbox at:

[Contracts2017-18.SEND@education.gov.uk](mailto:Contracts2017-18.SEND@education.gov.uk)

**Attachments**

At Annex A are some of the key contract requirements for this tender.

**Whether suitable for SMEs**: Yes

**Whether suitable for VCS**: Yes

**Any other info**:

There may be an option to extend this contract for up to two additional years depending on the contractor’s performance, the availability of funds and an ongoing need for the services provided.

**The estimated date for award is Tuesday 21 March 2017.**

**Annex A: Key Contract Requirements**

**Contract 03: CSEC (SEND)16-17/03: support for children and young people with physical disabilities**

This is an entirely new area of work designed to promote effective practice and increase the skills of staff in early years settings, schools and post-16 institutions, as well as specialist local authority staff, in order to help children and young people with physical disabilities to be able to access quality provision that will supports them in achieving their aspirations and prepare them for adult life.

All schools and providers have duties to individual children and young people under the Equality Act 2010 and the Children and Families Act 2014. They must make reasonable adjustments, including the provision of auxiliary aids and services for disabled pupils to prevent them being put at a substantial disadvantage.

Schools and providers also have wider strategic duties to make their school more accessible (the accessibility planning duty) and to improve equality of opportunity for disabled children and young people – the Public Sector Equality Duty (PSED).

The PSED covers:

* admissions;
* the provision of education;
* access to benefit, facility or service exclusion or other forms of detriment, that is, other forms of disadvantage.

These duties cover not just teaching and learning, but lunchtimes, clubs and activities, school trips and, in effect, the whole life of the school.[[1]](#footnote-1)

As part of implementing the reforms, we need to be confident that all parts of the sector are appropriately knowledgeable and skilled to meet these duties, as well as understand where they can draw on wider support as well as help children, young people and their families access the support that is available to them.

The Department for Education is already investing in improving the skills of the workforce and has commissioned specific support to understanding and improving provision for children and young people with sensory impairment. We would now welcome bids that focus on improving workforce skills in understanding and supporting children and young people who either have a skeletal or neuromuscular disability which affects their mobility.

To support these aims, we would like the successful bidder to demonstrate how they intend to meet the following requirements:

* Contract Requirement 1 – Promoting effective practice on supporting children and young people with a physical disability that affects their mobility
* Contract Requirement 2 – Equipping the workforce to deliver high quality teaching and SEND support for pupils with a physical disability that affects their mobility
* Contract requirement 3 – Promoting the use of technology to improve the accessibility of education and outcomes for children and young people with a physical disability that affects their mobility
* Contract requirement 4 – Security of Data
* Contract requirement 5 – Overall delivery and project management
* Contract requirement 6 – Costs and value for money

**Contract Requirement 1 – Promoting effective practice on supporting children and young people with physical disability that affects their mobility**

In an increasingly autonomous education system, it is crucial that early years’ providers, schools and post-16 institutions are supported to discover and share good practice on how to achieve the best outcomes for their pupils. This is particularly important for physical impairments which are a relatively low-incidence special educational need, making national coordination of good practice essential. Building on existing good practice for children and young people with a mobility needs, we want the successful bidder to facilitate the sharing of this, and other good practice, on how to support children and young people who are affected by a physical disability.

We would like the successful bidder to:

* Bring together and build on the evidence-based good practice that already exists to establish an evidence base of “what works” for teaching children and young people with physical needs whose mobility is affected, ensuring that the information is shared using existing platforms.
* Be able to innovate and use the creative energy of the sector to find new and rewarding ways of working that stimulate both the professionals who work with this group as well as the children, young people and parents/carers themselves.
* Share innovative approachesby using models of provider-to-provider support and system leadership to help provider leaders, SENCOs/learning support managers and practitioners to achieve the best possible outcomes for children and young people whose mobility is affected.
* Work with organisations who represent physical impairments and the workforce to provide a range of support for early years, schools and post-16 providers, and act as a gateway for providers to access these organisations if they have a specific training need.

The bidder should demonstrate:

* Their knowledge of the evidence and effective practice in supporting children and young people whose mobility is affected because of their physical disability.
* How they would build on existing knowledge when delivering support to professionals working with children and young people with mobility needs.
* How support will be matched to the particular needs of early years providers, schools and post-16 providers, and how these will be engaged and brought together.
* How they will ensure they reach their target audience and have national reach.
* What difference they will make and how improvements in physical disabilities provision within providers will be sustainable in the longer term.
* How they will evaluate their effectiveness and measure their impact.
* How they would use models of provider-to-provider support to provide training, sharing of practice and other peer-learning approaches across schools/providers in delivering advice and guidance on supporting learners with a mobility needs.
* How support will be provided and accessed – being mindful of any restrictions on paid-for communications and marketing.
* Their ability to work with a range of physical disability and workforce organisations.

**Contract Requirement 2 – Equipping the workforce to deliver high quality teaching and SEND support for pupils with a physical disability that affects their mobility**

As part of reforming the wider SEND system, we are seeking to improve support for pupils with physical impairment by providing additional support and training for teachers, lecturers and staff working in early years, schools and post-16 settings as well as specialist staff working for the local authority. We know that high quality teaching is vital for improving social mobility and we want children and young people who have a physical impairment that affects their range of movement to receive high quality teaching and support from their early years provider, school or post-16 institution so that they can make as much progress as possible.

We would like the successful bidder to:

* Enhance teachers’ knowledge, understanding and skills in supporting children and young people with physical disability that affect their mobility.
* Work with the sector to determine if a national recognised qualification/training programme is needed; and if evidence demonstrates the need, develop a proposal on what the qualification/training would consist of.
* Develop three short continuing professional development modules which providers in all settings can use to equip their staff with the basic skills required to help children and young people with physical disability that affects their mobility to benefit from their teaching.
* Drawing on evidence and the experience of delivering this contract, devise a set of recommendations regarding future requirements for helping the workforce provide outstanding support to children and with a physical impairment that affects their movement.
* Develop plans for local authorities setting out how to attract and retain specialist staff and how to support children and young people whose movement is impaired.
* Raise awareness of the benefits of both local authorities and educational institutions completing new training opportunities and how they can access them.

The bidder should demonstrate:

* How they will work with the sector to determine if a national qualification/training programme is needed.
* How they plan to develop this training, including how it will be of sufficient breadth and depth to increase the capacity of the workforce.
* Their ability to develop training materials for schools and providers that enable them to provide the best possible support for children and young people with physical impairment.
* How they will develop training materials and make these available to teachers, post-16 providers and support staff to support their CPD.
* How they will work with the contractors engaged by the Department for Education to support the schools and FE workforce to deliver a coherent approach to workforce development across SEND.
* How they will assess existing and future requirements for physical impairment expertise in the education and specialist sectors and how they will work with existing experts to ensure the need for future expertise is met.
* How they plan to raise awareness in the sector of the training that is available.
* How they will evaluate their effectiveness and measure their impact.

**Contract Requirement 3 – Promoting the use of technology to improve the accessibility of education and outcomes for children and young people with physical a disability that affects their mobility**

Rapid technological advances have the potential to greatly improve the educational experience of children and young people with physical disabilities, particularly by supporting them to access education.

We would like the successful bidder to:

* Think creatively about how the latest technology can be used to help children and young people whose movement has been impaired as a result of their physical disability.
* Evaluate the effectiveness of the latest technologies in supporting teaching and learning for children and young people whose movement has been impaired as a result of their disability.
* Using existing platforms such as the SEND Gateway, The Education Training Foundation Excellence Gateway and networks, promote the effective use of technology to improve the educational experience and outcomes for children and young people whose movement has been impaired as a result of their disability.

The bidder should demonstrate:

* Their understanding of how technology can be used to improve the educational experience of children and young people with physical needs.
* How they will keep abreast of the latest technological developments that could help children and young people whose mobility has been affected as a result of their disability and help practitioners to understand and access them.
* How they will evaluate the effectiveness of the latest technologies for children and young people who mobility is affected as a result of their disability.
* How they will promote the use of the latest technology that could help children and young people with physical needs to help providers meet their ‘reasonable adjustments’ duties under the Equality Act 2010.
* How they will evaluate their effectiveness and measure their impact.

**Contract requirement 4 - Security of Data**

Please submit a security plan that explains how you will ensure that Departmental or personal data will be protected.

**Contract requirement 5 - Overall delivery and project management**

Bidders should describe the staffing and management structure of the team required to deliver the contract. Bidders should think about any specific risks and issues they foresee. They should describe what contingencies and countermeasures they might put in place to mitigate these risks. They should also describe the structures and governance arrangements required to keep oversight of the scheme and proposed reporting mechanisms and measures.

Bidders should detail:

* Proposed staffing and management structure (if bidding as a consortium, including the responsibilities of different consortium members and how they will work together, including who leads the consortium)
* Key staff and their roles (CVs can be attached as an annex)
* How they will co-ordinate the different strands of work within the contract to provide a coherent package of support, particularly regarding key cross cutting themes including: local offer, co-ordinated assessment and EHC plans, focusing on outcomes, personal budgets, joint commissioning, preparation for adulthood and participation of children, young people and parents
* Evidence demonstrating that they have a detailed understanding of the processes and systems affecting disabled children and young people, and those with SEN, including a good working knowledge of the SEND reforms
* Specific risks or issues in delivering the proposal and describe the contingencies they would put in place to mitigate them
* How the independence and impartiality of any advice will be maintained, particularly to avoid any potential conflicts of interest.
* Key performance indicators for the contract: what they would look like, examples of what they might include and how the contract’s success will be measured
* How the Department for Education will be provided with management and performance information, including co-ordinated reporting to show the support provided to local authorities and their partners across all strands of the contract (whether or not provided as a consortium) and how links will be maintained with the Department for Education, including who would provide day-to-day contact; and
* How the overall contract will be managed to ensure coordination and achieve economies of scale (whether or not provided as a consortium), including realistic project management arrangements and a high level project/delivery plan.

Bidders will be expected to demonstrate how the skills and experience of key staff will ensure the successful delivery of the contract.

The bidder should provide details of the proposed staffing structure that will be employed to deliver the outcomes, including key roles identified to lead the activity as well as other roles to support delivery.

The bidder should indicate: whether staff are already in place, or would need to be recruited, what they will be responsible for, how much time they are expected to dedicate to the activity (on a Full Time Equivalent basis) and how, if at all, this will change during the contract.

**Contract requirement 6 - Costs and value for money**

The Department expects to award a contract to run for one year commencing 1 April 2017 with the possibility of an extension for up to two further years, should it continue to align with Government priorities and should funding be available.

The proposed budget will be £300k over the one-year period. This funding is inclusive of all VAT that may be chargeable.

The scope of this contract may be extended up to a further value of 30% of the contract. Any changes, including the revised costs, would be agreed with the contractor.

Bidders will need to demonstrate that proposed costs are based on efficient models of delivery and provide good value for public money. You must ensure that all estimated costs are real, auditable and can be justified. Be sure you separately identify and include all expenditure that you expect to incur in relation to proposed activities, i.e. costs associated with:

* overheads i.e. premises/facilities/licences; and
* staffing i.e. management, delivery and administration.

There are restrictions on all paid for communications and marketing activities funded by the Department. You should set out any planned expenditure on these activities with supporting information on the nature of the planned activities.

We would expect quarterly reporting against spending. Please note that the contract is intended to be inclusive of VAT costs and that further amounts will not be available should a vatable supply claim be made at any later stage. No additional costs will be charged to the Department unless agreed with the contract manager prior to expenditure.

It is the responsibility of tenderers to check the VAT position with HMRC before submitting a bid.

Payments of costs to the supplier will be made quarterly by BACS transfer following receipt of a valid invoice.

Bidders should detail:

* A complete breakdown of all costs for the year i.e. 1 April 2017 – 31 March 2018, including clear costs for all overheads, including recruitment, accommodation, etc. and (if applicable) what VAT will be charged. Where bidders are intending to charge VAT this should be clearly set out in the costs breakdown, including what rate of VAT and an estimate of the total cost of VAT to be charged for the work in question.
* As a memorandum, any planned expenditure on communications and marketing activities and information on the nature of the planned activities
* Accounting and finance provisions; and
* How the overall contract will be managed to ensure co-ordination and achieve economies of scale (whether or not provided as a consortium).

1. <https://www.gov.uk/government/publications/public-sector-equality-duty> [↑](#footnote-ref-1)