**Order Form**

**From:**

|  |  |
| --- | --- |
|  | SECRETARY OF STATE FOR EDUCATION |
| **Service address:** | National College for Teaching and LeadershipAgora HouseCumberland PlaceNottinghamNG1 6HG |
| **Invoice address:** | SSCL.POINVOICEPAYMENTS@sscl.gse.gov.ukSSCL Accounts Payable Team, Room 6124, Tomlinson House, Norcross, Blackpool, FY5 3TA |
| **Authorised representative:** | Shamsiah Khatun |
| **Order number:** | RFx195 |
| **Order date:** | 26/09/2017 |

**To:**

|  |  |
| --- | --- |
| **Supplier:** | PD Leadership Services |
| **For the attention of:** | Pat Dubas |
| **E-mail:** | patdubas@hotmail.com |
| **Telephone number:** | 07904331448/ 01636919282 |
| **Address:** | 5 Hayfield Grove, Weston, Newark, NG23 6SB |

|  |
| --- |
| **1. SERVICE REQUIREMENTS** |
| 1.1 Services required: The Recruitment Brokerage Support service will include but is not limited to:1. Engage and work with schools that have registered to recruit from international teacher initiatives:
	1. Offer a recruitment brokerage service to newly registered schools within 3 working days
	2. Act as the key point of contact for the school on behalf of the DfE
	3. Establish schools’ recruitment needs
	4. Provide support by recommending and shortlisting suitable candidates for interview
	5. Arrange interviews where schools require this support and confirm outcomes
	6. Monitor and support school once they begin recruitment of a suitable candidate
2. Engage and communicate with candidates on behalf of schools:
	1. Arrange interviews and confirming outcomes as required.
	2. Ensure candidates respond to employment offer within two working days
3. Work collaboratively with other service providers, ensuring candidates are not approached by multiple schools.
4. Undertake agreed activities to encourage school registration to international teacher initiatives; this may include attendance at events and seminars to promote opportunities and engagement with school networks.
5. Provide expert communications and guidance to schools and selected candidates in respect to the recruitment process, in line with the model agreed for international teacher initiatives.
6. Liaise regularly with the Contract Manager regarding system/access changes required on the online candidate pool system in order to ensure approached and recruited candidates are no longer visible.
7. Track and record progress of recruitment for schools and candidates on agreed daily data templates (e.g. approached, appointed and withdrawals)
8. Undertake training on the online data sharing systems.

Whilst not essential, it would be advantageous if service providers could speak and write Spanish, French and or German. |
| 1.2 Service Commencement Date: 2nd October 2017 |
| 1.3 Price payable by Authority and payment profile: £400 no VAT per day (7.5 hours) |
| 1.4 Completion date (including any extension period or periods): 26 January 2018, subject to an extension that will be agreed in writing.  |

|  |
| --- |
| **2. MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS** |
| 2.1 Supplemental requirements in addition to Call-off Terms:Not applicable |
| 2.2 Variations to Call-off Terms:Not applicable |

|  |
| --- |
| **3. PERFORMANCE OF THE SERVICES AND DELIVERABLES** |
| 3.1 Name of the Professional who will deliver the Services: Pat Dubas |
| 3.2 Performance standards: Delivery deadlines, service providers will need to be:* able to work flexible throughout the month, completing outputs as required.
* Service providers should ensure they can deliver a minimum of 5 days, or equivalent, per month. The anticipated number of days required, but not limited to, is: 5 days in October, 10 days in November, 2 days in December and 7 days in January.
 |
| 3.3 Location(s) at which the Services are to be provided: Occasional meetings in Nottingham, possible attendance of events across England, but predominately online.  |
| 3.4 Quality standards:Dependencies:Service providers will need to work alongside and collaboratively with other providers (should more than one be appointed); to ensure candidates are not approached by multiple schools.  |
| 3.5 Contract monitoring arrangements:As part of the evaluation of the RFQ NCTL may request bidders to clarify their capacity over the contract period to support the award process.  |
| 3.6 Management information and meetings:Service providers will be expected to provide details of activity completed for each day worked, and report achieved outcomes to the Contract Manager on a weekly basis through the MI template.  |

|  |
| --- |
| **4. CONFIDENTIAL INFORMATION** |
| 4.1 The following information shall be deemed Confidential Information: Any personal data or information relating to schools and candidates that are engaged in DfE’s international initiatives.  |
| 4.2 Duration that the information shall be deemed Confidential Information: The Non-Disclosure Agreement is not limited in time. |

**BY ACCEPTING THIS ORDER IN REDIMO THE SUPPLIER AGREES** to enter a legallybinding 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.

**Appendix 1: Specification of Services**

**Appendix 2: Tender**