**Contract 2: Lead Adviser for SEND**

**Reference:** CSEC (SEND) 17-18/02: Lead Adviser for SEND

**Title:** Contract to provide professional policy advice to the Department for Education on implementation of the special educational needs and disability (SEND) reforms, and to monitor, support and challenge progress in local authorities.

**Contact Details**:

Name: Angela Overington

Address: Department for Education

0-25 SEND Unit

Level 1, Sanctuary Buildings

Great Smith Street

London SW1P 3BT

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

**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 lead SEND Adviser in 2017-18 to provide professional policy advice to the Department for Education and to monitor, support and challenge progress with the SEND reforms in local authorities.

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 £112,000 over the one-year period (excluding travel expenses which can be claimed at the standard Departmental rates). The cost of the bid should be inclusive of all VAT that may be chargeable.

**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 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 02: CSEC (SEND)16-17/02: LEAD ADVISER FOR SEND**

1. The purpose of this contract is to provide a Lead Send Adviser.
2. This contract will run for one year from 1 April 2017 to 31 March 2018, but may be extended for up to two additional years depending on performance, the availability of funds and an ongoing need for the services provided.
3. This Invitation to Tender focuses only on activity for year 1 of the contract. Activities in years 2 and 3 – if applicable – are likely to be broadly similar but the detail of contract requirements may change in response to local and national support needs.
4. 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.
5. This contract brings together a number of different aspects of the reforms and in order to fulfil the contract, bidders will need to have a good understanding of the processes and systems affecting disabled children and young people, and those with SEN, across education, social care and health in the context of local organisational change.
6. The Department expects to award a number of contracts in 2017-18 to support implementation of the SEND reforms. All contractors will be required to work together in a collaborative way to ensure consistency of message and comprehensive coverage of implementation support needs.
7. A consortium approach to this contract which recognises and galvanizes the range of expertise and specialisms within the sector would be welcomed.
8. The Department is looking fo contractor to provide a lead professional adviser able to give expert policy and practice advice and support to the Department for Education and key stakeholders, and to oversee delivery support to local authorities and their partners (both targeted and general) to enable them to successfully embed the special educational needs and disability (SEND) reforms.
9. The Department will work closely with the successful bidder to set KPIs and milestones and will require a detailed workplan and exit strategy to be produced.
10. The Department is willing to accept bids from a single contractor or from a consortium of organisations working in partnership.
11. In submitting materials for Part 2 of the bid, please note that materials should not exceed 15 pages of printable A4 in a font not less than 12. CVs and financial breakdowns can be submitted as an annex to the bid materials and will not count towards the 15 page limit. One electronic copy, in PDF format, and three hard copies of the bid must be submitted to reach us by 10am on Monday 30 January.

**1.1 Generic Requirements**

Bidders must provide a CV of the proposed person, outlining their experience and successes in working with local authorities, education (early years settings, schools, colleges), health and social care services to improve provision for children with special educational needs and disabilities. The CV should also include the details of 2 referees.

Bidders should declare any conflicts of interest of the proposed individual, specifically any links or roles held with organisations operating in the education sector supporting special educational needs and disabilities.

Bidders should confirm that the proposed individual will be able to balance the requirements of this role with any other work commitments that they may have**.**

The bidder should provide a CV of the proposed person:

The CV should outline their experience and successes in working with local authorities, education (early years settings, schools, colleges), health and social care services to improve provision for children with special educational needs and disabilities.

The CV should also include the details of 2 referees who can be contacted.

The bidder should declare any conflicts of interest of the proposed individual, specifically any links or roles held with organisations operating in the education sector supporting special educational needs and disabilities.

The bidder should confirm that the proposed individual will be able to balance the requirements of this role with any other work commitments that they may have.

**1.2 Specific Requirements SEND Lead Professional Adviser Role**

Bidders must provide evidence showing how the proposed individual’s expertise and experience qualifies them for the role of Lead SEND Professional Adviser.

The bidder should demonstrate:

That the proposed individual possesses a thorough understanding of:

- the Children and Families Act 2014 and its operation;

- broader education, health and social care systems; and

- the range of institutions children and young people with special educational

needs and disabilities might interact with (including early years, schools and

colleges).

That the proposed individual possesses a thorough understanding of the Education Act 1996, part 4 and its operation.

That the proposed individual possesses experience of local authority, early years settings, school and college practice in supporting children and young people with SEND – and the difference between the old system and the new system (including identification, assessment, planning, provision and funding).

That the proposed individual possesses excellent influencing and networking skills, with proven ability to make an impact on mainstreaming SEN issues across both the Department and within local authorities. Please include any specific experience the individual has of challenging implementation of the SEND reforms and improving performance of local authority delivery.

**1.3 Skills and suitability**

Bidders must provide evidence showing how the proposed individual’s skills make them suitable for the role of Lead SEND Professional Adviser.

The bidder should demonstrate:

That the proposed individual has a proven record of delivery in a sensitive and complex area and the ability to deal with situations with diplomacy and sensitivity (including at senior levels within local authorities).

That the proposed individual has excellent analytical skills, with the ability to analyse information, identifying key issues and defining courses of action, and resilience in the face of negative feedback.

That the proposed individual has successful experience of leading and motivating other skilled professionals.

That the proposed individual has excellent oral and written communication and presentation skills, particularly in dealing with non-specialists. Please include any experience that the proposed individual has of presenting at external conferences and answering questions about the SEND reforms.

That the proposed individual has the ability and professional expertise to feed into additional policy work as required, for example feeding back on school bids to become a free school or an academy.

**1.4 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 additional years depending on performance, the availability of funds and an ongoing need for the services provided.

The proposed budget will be £112,000 over the one-year period, excluding travel expenses which can be claimed at the standard Departmental rates. The cost of the bid should be inclusive of all VAT that may be chargeable.

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:

* staffing i.e. management, delivery and administration
* expenses

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.

The bidder should include a complete breakdown of all costs for the year i.e. Year 1 April 2017 – March 2018, including clear costs for all overheads 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.