

**ORDER FORM** for developing subject content for a GCSE in British Sign Language (BSL)**FROM**

|                                   |                                                                                                  |
|-----------------------------------|--------------------------------------------------------------------------------------------------|
|                                   | <b>SECRETARY OF STATE FOR EDUCATION</b>                                                          |
| <b>Service address:</b>           | Department for Education. Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT |
| <b>Invoice address:</b>           |                                                                                                  |
| <b>Authorised Representative:</b> | Ref: Bethany Caines<br>Phone:<br>E-mail:<br>NB: preferred contact by email                       |
| <b>Order number:</b>              | Project_6728                                                                                     |
| <b>Order date:</b>                | 07 April 2022                                                                                    |

**TO**

|                              |                    |
|------------------------------|--------------------|
| <b>Contractor:</b>           | Bernardette Holmes |
| <b>For the attention of:</b> | Bernardette Holmes |
| <b>E-mail:</b>               |                    |
| <b>Telephone number:</b>     |                    |
| <b>Address:</b>              |                    |

**1. SERVICES REQUIREMENTS****(1.1) Services [and deliverables] required:**

The Department for Education is responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.

Our vision is to provide world-class education, training and care for everyone, whatever their background. It will make sure that everyone has the chance to reach their potential and live a more fulfilled life. It will also create a more productive economy, so that our country is fit for the future.

In line with this vision, the department is in the process of developing a GCSE in British Sign Language (BSL) for students in England, to ensure deaf people are enabled to fulfil their potential and play a full role in society. According to the Royal National Institute for the Deaf, there are more than 12 million people in the UK with some form of hearing loss; the development of a GCSE in BSL therefore has the potential to positively impact the lives of many people.

To fulfil the commitment we have made to the development of a GCSE in BSL in England, we have appointed three experts to inform and support the development

of the GCSE subject content for BSL. As one of these experts:

- You will lead the development of GCSE subject content in British Sign Language (BSL), in partnership with other experts. This will include the development of subject aims and learning outcomes. The GCSE will be knowledge-focused, and set out clearly, specifically and in detail the knowledge and understanding (i.e. key concepts and facts) that all students will be required to demonstrate, including the depth and breadth of knowledge required.
- One of our key stakeholders is Ofqual, which is a non-ministerial government department and regulates qualifications, examinations and assessments in England. You will need to discuss the key aspects of the subject content with the Department, Ofqual, awarding organisations and others.
- You will need to complete work on BSL GCSE subject content as outlined above, which is clear and unambiguous, working collaboratively with the Department, Ofqual, awarding organisations and other BSL stakeholders such as The National Deaf Children's Society (NDCS), schools and BSL users. An initial draft of the subject content has already been prepared.
- You will ensure that subject content meets DfE and ministerial requirements as well as all of Ofqual's principles for GCSEs: for example, content must be at a comparable level of demand to other GCSEs.
- Due to the nature of the work, you will need to have well-developed interpersonal skills. You will need excellent stakeholder management skills, showing ability to influence stakeholders both within and across organisational boundaries.
- You will need to provide impartial advice to the Department on BSL as a subject and potential GCSE qualification. Advice might include, but is not limited to:
  - Teaching methods;
  - Teaching resources;
  - Assessment methods;
  - Stakeholder engagement;
  - Answers to consultation feedback.
- You will need access to Microsoft Office and Outlook to complete this work.
- You will be measured against the following key performance indicators (KPIs):
  - KPI 1: Demonstrate excellent stakeholder leadership. This will be evidenced by collaborating and communicating effectively with the department, Ofqual and others to develop subject content in line with pre-agreed deadlines; this includes responding to comments

and feedback from all stakeholders in line with pre-agreed timescales.

- KPI 2: Proactively develop your knowledge to make sure subject content meets the needs of BSL users and qualification standards: for example, develop your understanding of Ofqual's principles for GCSEs to ensure subject content is developed in line with these principles.
- KPI 3: Manage workload effectively to ensure the subject content is completed by pre-agreed deadline and within the number of days for which you have been contracted. You will ensure the department is updated regularly on progress made toward deadlines and inform the department of any issues surrounding timescales/resources at the earliest opportunity.

**(1.2) Service Commencement Date:**

07 April 2022

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

**Day rate** £ [REDACTED]

VAT will be applied at the prevailing rate.

**1. Payment Profile**

Up to a maximum of 20 days from 07 April 2022 to 31 March 2023

Contractors must notify the Department of the estimated amount of time needed to complete each piece of work requested by the Department and how many of the three contractors are required to complete each task.

**2. Invoices must be prepared by the Contractor monthly and:**

- be submitted by midday on the penultimate working day of each month;
- include a full breakdown of tasks undertaken and time spent on each task.

**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 must be sent electronically by email to**

[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

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| <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |
| <p><b>(1.4) Completion date (including any extension period or periods):</b></p> <p>31 March 2023</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>(2.1) Supplemental requirements in addition to Call-off Terms:</b></p> <p>2.1.1</p> <p>N/A</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>(2.2) Variations to Call-off Terms:</b></p> <p>N/A</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>3. PERFORMANCE OF THE SERVICES AND DELIVERABLES</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>(3.1) Name of the Professional who will deliver the Services:</b></p> <p>Bernardette Holmes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

**(3.2) Performance standards:**

- You will be measured against the following key performance indicators (KPIs):
  - KPI 1: Demonstrate excellent stakeholder leadership. This will be evidenced by collaborating and communicating effectively with the department, Ofqual and others to develop subject content in line with pre-agreed deadlines; this includes responding to comments and feedback from all stakeholders in line with pre-agreed timescales.
  - KPI 2: Proactively develop your knowledge to make sure subject content meets the needs of BSL users and qualification standards: for example, develop your understanding of Ofqual's principles for GCSEs to ensure subject content is developed in line with these principles.
  - KPI 3: Manage workload effectively to ensure the subject content is completed by pre-agreed deadline and within the number of days for which you have been contracted. You will ensure the department is updated regularly on progress made toward deadlines and inform the department of any issues surrounding timescales/resources at the earliest opportunity.
- As the lead subject expert you will also be required to effectively manage the overall delivery of the work, including:
  - agreeing with the DfE how much time will be required for each piece of work requested;
  - delegating the work effectively between all subject experts based on expertise/experience, ensuring that tasks are not automatically completed jointly by all three experts.

**(3.3) Location(s) at which the Services are to be provided:**

See Invitation to Tender

**(3.4) Quality standards:**

**3.4.1** Develop GCSE subject content to meet agreed SLAs.

**3.4.2** Ensure GCSE subject content is in line with Ofqual's principles for GCSEs and acceptable to DfE Ministers.

**3.4.3** Maintain a constructive relationship with DfE and Ofqual.

**(3.5) Contract monitoring arrangements:**

Performance will be monitored against the defined Key Performance Indicators.

You must inform the contract manager immediately upon identifying any factors/issues which may impact you meeting the KPIs and/or any deadlines for work/tasks assigned to you by the Department.

Also see Invitation to Tender

#### **(3.6) Management information and meetings**

Invitation to Tender

#### **4. CONFIDENTIAL INFORMATION**

##### **(4.1) The following information shall be deemed Confidential Information:**

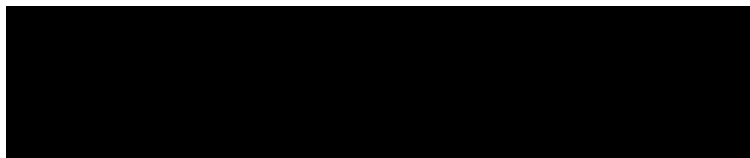
Please see Confidentiality Agreement.

##### **(4.2) Duration that the information shall be deemed Confidential Information:**

Please see Confidentiality Agreement.

**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 Bernardette Holmes

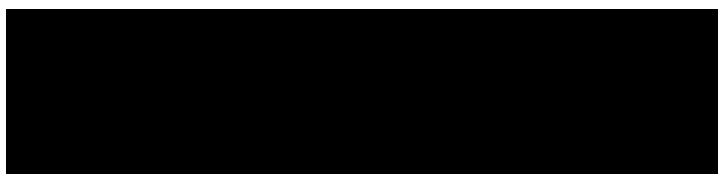


Date



*Bernardette Holmes, Contractor*

Signed on behalf of Department for Education



Date



*Bethany Caines, Deputy Director*

#### **Appendix 1: Specification of Services**



BSL ITT for BSL user  
V3 FINAL.docx

## Appendix 2: Tender

