

**ORDER FORM  
FROM**

	<b>SECRETARY OF STATE FOR EDUCATION, (The “Authority”)</b>
<b>Service address:</b>	N/A - National
<b>Invoice address:</b>	Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT
<b>Authorised Representative:</b>	Ref: Gemma Payne Team Leader, STEM, Digital and EdTech Division, Higher Education, STEM & Tertiary Providers, Department for Education. Phone: 07342050740 E-mail: <a href="mailto:gemma.payne@education.gov.uk">gemma.payne@education.gov.uk</a>
<b>Order number:</b>	TBC when first invoice received
<b>Internal Reference:</b>	RFx246 (Jaggaer No. TBC)
<b>Order date:</b>	5 <sup>th</sup> March 2020

**TO**

<b>Supplier:</b>	London Grid for Learning
<b>For the attention of:</b> <b>E-mail:</b> <b>Telephone number:</b>	Terry Brewer, London Grid for Learning <a href="mailto:terry.brewer@lgfl.net">terry.brewer@lgfl.net</a> Phone: [redacted]
<b>Address:</b>	9 <sup>th</sup> Floor, 10 Exchange Square, Primrose Street, London, EC2A 2BR

**1. SERVICES REQUIREMENTS**

**(1.1) Services [and deliverables] required:**

**Overview of requirements:**

A consortium led by The London Grid for Learning, in partnership with Sheffield Institute of Education and The Education Foundation (hereby referred to as ‘The Supplier’) will be responsible for the implementation, day-to-day project management and final evaluation of the EdTech Demonstrator Schools and providers of 16-19 education (hereby referred to as ‘Colleges’) programme. Specifically:

- Band One: Supporting the selection of final Demonstrator Schools and Colleges
- Band Two: Demonstrator programme administration and support
- Band Three: final evaluation and communication of findings

### **Minimum Expectations**

As a minimum, The Supplier will be expected to undertake the following activity:

#### **Work Band One – Selection of final Demonstrator Schools and Colleges**

By the end of February 2020, the supplier consortium will work with Authority officials to provide a final list of between 18 - 22 Demonstrator schools and colleges from a shortlist of 31 providers. This follows from a selection exercise of prospective Demonstrator schools and colleges conducted by Authority officials in November 2019.

This will include:

- Working with Authority officials to prepare for interviews for the shortlisted projects, including information for interviewees and for the interview panel, and to lead logistics of interview arrangements.
- Conduct interviews with all shortlisted institutions by the end of February 2020 to ensure that the final list of demonstrators can be announced in March and activity can begin from April 2020. In conducting interviews, The Supplier will involve Authority officials and ensure that value for money is achieved. The supplier will be expected to familiarise themselves with all 31 expressions of interest applications ahead of interviews taking place.
- Collating and critically evaluating the output from the provider interviews to recommend and agree a shortlist of providers with the Authority by 3<sup>rd</sup> March.
- Ensure evaluation output is collated and shared with the Authority to enable the Authority to validate and allocate grant funding.

#### **Work Band Two – Programme Administration and Management**

From March 2020 until the end of the 2021 academic year, The Supplier will project manage all Demonstrators who pass the interview stage. The London Grid for Learning Consortium will be responsible for:

- Providing advice, guidance and support to Demonstrators in their dissemination of effective EdTech practice to a wider network of schools and colleges. This may include:
  - offering additional capacity to recruit schools / colleges seeking additional support,
  - encouraging links and collaborative working across Demonstrators and other existing DfE improvement hubs; and
  - supporting Demonstrators to draw upon evidence and research of best practice.
  - supporting Demonstrators to understand and promote the use of assistive technology to help meet the needs of pupils with SEND.
  - Ensuring support to the sustainability of this programme beyond the lifespan of this programme
- Support school-to-school facilitation to embed lessons learned and build capacity and capability across the sector.

- Hosting, delivering and facilitating workshops/events across all nine English regions to improve collaborative working between Demonstrator hubs and promote dissemination of best practice across a wider network of schools and colleges.
- Hold regular keep in touch meetings with all Demonstrators and members of their supported network to assess progress in implementation / confidence in technology usage e.g. online surveys, face to face meetings and/or telephone interviews.
- Attend quarterly progress review meetings with Authority officials, offering relevant supporting documentation and planned activity. This will include review of the supplier's project plan to ensure work is on track, and mitigation activity – where necessary – is considered.
- Provide, on a six to eight weekly basis, an assessment of progress against the baseline for each Demonstrator.
- Administrate and manage all agreed funding, allocating grant funds to Demonstrators in a timely manner in line with grant agreements.
- Provide assurance on the effective allocation and use of funds through a robust governance structure, ensuring value for money is achieved and conditions of grant are met by the Demonstrators. Attend quarterly contract performance review meetings with the Authority to provide progress updates of all Demonstrators. The supplier will be responsible for providing supporting management information including, for example, a dashboard highlighting progress of all Demonstrators, any risks issues and mitigation and the value of the grants paid/due to Demonstrators. For the first quarterly review meeting this should include a baseline of all Demonstrators and the outputs expected to determine effectiveness of activity.

### **Work Band Three – Final Evaluation of Programme and Communication of Findings**

From March 2020 to the end of the 2021 academic year, the successful organisation will be responsible for:

- Conducting a full and thorough, statistically valid evaluation of the effectiveness of the intervention (providing both qualitative and quantitative information as appropriate).
- Communicating key messages and emerging findings from the Demonstrators Programme to the wider education sector, using informative and effective method(s) of engagement; for example roadshows and supporting documentation, as determined by the supplier and agreed with the Authority.

NB: The Authority expects all funding allocated to Demonstrators to be administered and managed by the supplier in accordance with the Department's "Administering Grants Guidance" document. This will be shared with the successful supplier following contract award and aligns with HM Government's "[Grant Standards](#)" (2016).

#### **Flexibility:**

The dates of the phases are fixed but there is a degree of flexibility regarding timescales for products and precise delivery methodology because they will be derived from experience in the field and future policy development.

#### **Fixed deadlines**

The supplier will be expected to attend progress meetings with Authority officials once a month and quarterly review meetings to provide an update of demonstrator activity every

three months from project initiation. It is anticipated that as projects get off the ground, The supplier consortium will be expected to meet with Authority officials with more regularity.

Jan 2020 – Feb 2020	Interviews with prospective demonstrators in partnership with Authority Officials
March 2020	Support start-up activity of Demonstrators including development of grant agreement arrangements with the final list of Demonstrators
March 2020	Kick-start meeting with the Authority following agreement of Demonstrators
April / May 2020	Progress review meeting
June 2020	Quarterly review meeting
July / August 2020	Progress review meeting
September 2020	Quarterly review meeting
October / November 2020	Progress review meeting
December 2020	Quarterly review meeting
January / February 2021	Progress review meeting
March 2021	Final evaluation Quarterly review meeting and final evaluation
April – June 2021	Dissemination of findings

**(1.2) Service Commencement Date:**

The supplier consortium shall commence the Project on: 22/01/2020.

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

**[REDACTED]**

**(1.4) Completion date (including any extension period or periods):**

Subject to the potential for variation set out below, the supplier consortium shall complete the Project on or before 31/07/2021.

**2 MINI-COMPETITION ORDER: ADDITIONAL REQUIREMENTS**

**(2.1) Supplemental requirements in addition to Call-off Terms:**

We are amending clause 28.2 of the standard DPS Call-Off Terms and Conditions to allow for elements of the requirements to be subcontracted, as referenced in the RFQ.

**3. PERFORMANCE OF THE SERVICES AND DELIVERABLES**

**(3.1) Name of the Professional who will deliver the Services:**

- London Grid for Learning will have oversight and overall project responsibility for the delivery of this contract including KPIs, budget, quality, risk reporting and contractual arrangements. Delivery will be aided by the consortia members: Sheffield Institute of

Education and The Education Foundation who will be contracted by the supplier to provide support activity but the responsibility in terms of the contractual arrangements will reside with the supplier.

- The supplier will have responsibility for the ongoing dialogue with the Authority engaging Sheffield Institute of Education and The Education Foundation as necessary.
- The Supplier will be supported with specific dissemination expertise from the Chartered College of Teaching and a School Improvement Advisory Panel that includes representatives from the College, National Association of Head Teachers (NAHT) and Association of School and College Leadership (ASCL) (The Subcontractor).

**[REDACTED]**

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### (3.2) Performance standards:

The supplier will deliver the project in line with the following Key Performance Indicators:

KPI	Target performance levels	Evidence of performance	Measurement methodology
The supplier will support the selection of the final Demonstrators by March 2020	<p>The supplier will work in collaboration with Department officials to interview all shortlisted 31 Demonstrators by 28<sup>th</sup> February 2020.</p> <p>The supplier will produce an advisory list of successful Demonstrators for presentation and agreement with the Department by 2<sup>nd</sup> March 2020.</p> <p>The supplier will provide feedback to all interviewees by 19 March 2020.</p>	<ul style="list-style-type: none"> <li>The supplier will support the production of pre-interview materials, including blank proformas (i.e. costing tables) that will be populated by Demonstrators.</li> <li>The supplier will produce an assessment framework that will be used at interview by the panel to ensure that all interviews are consistent.</li> <li>The supplier will manage the logistics of interviews, including organising dates/times, setting up Skype or other video conferencing approaches and issuing pre-interview materials.</li> <li>The supplier will lead interviews with support from Department officials and sourcing a headteacher with strong EdTech expertise to sit on the interview panel.</li> <li>The supplier will provide thorough written records of the outcome of interviews, including written feedback to be provided to each Demonstrator interviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Review of materials created to support interviews by 31 January 2020.</li> <li>Sample test of organised interviews to ensure all duties fulfilled by 31 January 2020.</li> <li>DfE Official to represent at each interview and monitor activities throughout February 2020.</li> <li>Review of supplier feedback to all shortlisted Demonstrators by 19 March 2020.</li> </ul>
The supplier will produce an agreed evaluation approach for work of Demonstrators by 1 April.	<ul style="list-style-type: none"> <li>The supplier will establish appropriate metrics and mixed-methods approaches for baselining, formative evaluation and summary evaluation, and outcome reporting.</li> <li>The supplier will work with DfE Officials and the advisory group</li> </ul>	<ul style="list-style-type: none"> <li>The supplier will conduct an initial audit of the diversity of the Demonstrators that are selected and the supported schools communities that they propose to work with.</li> <li>The supplier will gather baseline data through an audit of specific technology currently used by Demonstrator Schools and their community of supported schools.</li> </ul>	<p>The Department will review and agree established evaluation metrics to ensure they are appropriate, in a timely manner to ensure successful delivery</p> <ul style="list-style-type: none"> <li>The department will test and agree evaluation approaches before rollout across Demonstrators.</li> </ul>

	to agree evaluation methodology, while considering the variability of the Demonstrator offer.	<ul style="list-style-type: none"> <li>The supplier will create an advisory group, including creating Terms of Reference, that draws on senior colleagues from the Chartered College of Teaching, NAHT and ASCL to support robust ongoing evaluation and assessment</li> </ul>	<ul style="list-style-type: none"> <li>The Department will ratify and approve membership and Terms of Reference of the advisory group.</li> </ul>
The supplier will establish and maintain strong working relationships with all Demonstrators throughout the lifespan of the programme, facilitating join up where appropriate.	<p>The supplier will have regular contact with all Demonstrators. The frequency of this will be determined based on the level of support required by each Demonstrator and will be agreed with the Department.</p> <p>The supplier will have an initial contact with all Demonstrators within one calendar month of their funding being agreed to by DfE.</p> <p>The supplier will have quarterly contact with supported schools and colleges throughout the programme.</p> <p>The supplier will provide an escalation route for problems and publicise with Demonstrators and Supported Schools.</p>	<ul style="list-style-type: none"> <li>The supplier will recruit, employ, induct and train Field Force Advisors including their allocation to their group of Demonstrators, sharing programme handbook, guidelines and templates, familiarity with the Evaluation methods and timelines, administration and reporting systems and project planning processes that the Demonstrators will use with their Supported Schools.</li> <li>The supplier will ensure that recruited advisors will have introductory meetings with each of their Demonstrators to gain a solid understanding of proposal, gather and analyse baseline data for each Demonstrator, support their Demonstrators in developing their own planning for working with their Supported School cluster and gather Management Information on the cluster of Supported Schools.</li> <li>The supplier will create guidelines, templates and other collateral for use by the advisors in supporting the Demonstrator Schools</li> <li>The supplier will create and distribute guidance documentation for Demonstrator Schools to use with supported schools</li> </ul>	<ul style="list-style-type: none"> <li>Review of supplier reporting, and feedback collated from Demonstrators and their wider network</li> <li>Review of meeting minutes</li> <li>DfE participation in selected Demonstrator meetings – we will review how these went</li> <li>Review of evaluation reports which may include, for example, RAG ratings</li> <li>Review of the supplier's communication of escalation process to supported networks. This may be for example, an email outlining approach and means of contacting the DfE if required.</li> </ul>
The supplier will provide Grant Funding to the successful	The supplier will administer and manage all grant funding following agreement from the Authority and	<ul style="list-style-type: none"> <li>The supplier will disburse and account for programme funding and its use throughout the programme, regularly reporting back to</li> </ul>	<ul style="list-style-type: none"> <li>Review of all individual grant agreements between the supplier and the Demonstrator before they are signed, seeking final agreement from</li> </ul>

<p>Demonstrators in accordance with their Grant Agreement and Grant Offer Letter as lead recipient of grant funding (to be passed on to Demonstrators in line with the grant agreement held with DfE).</p>	<p>in accordance with HMT's "Administering Grants Guidance".</p> <p>The supplier will allocate funds to Demonstrators in a timely manner in line with their individual grant agreements.</p> <p>The supplier will provide assurance on the effective allocation and use of funds through a robust governance structure.</p> <p>The supplier will ensure value for money is achieved and conditions of grant are met by the Demonstrators.</p> <p>The supplier will meet a target of zero complaints raised by Demonstrators saying they haven't received their grant funding on time for each disbursement of funds.</p>	<p>DfE through scheduled progress and quarterly review meetings.</p> <ul style="list-style-type: none"> <li>The supplier will create and oversee application of protocols for appropriate use of funding by the Demonstrator Schools by 30<sup>th</sup> June 2020.</li> <li>The supplier will receive no complaints from Demonstrators about delayed receipt of their grant funding</li> <li>The supplier will submit funding claims to DfE to agreed timescales and ensure funds are then distributed to Demonstrators within agreed timescales to prevent excessive balances being retained by the supplier.</li> <li>The supplier will provide (on request) a balance of payments held and evidence/confirmation of funding transferred to Demonstrators</li> </ul>	<p>the Authority and acting as the agent to execute funding.</p> <ul style="list-style-type: none"> <li>Collation and review of all relevant Annexes to ensure expenditure is evidence-based and forecasts of future spend are provided, as agreed with the grant manager in DfE</li> <li>Support the organisation of spot checks for DfE officials to Demonstrator schools and their supported network, regarding funding and payments.</li> </ul>
<p>The supplier will support the implementation of the Demonstrator Programme, providing strong project and programme management throughout the</p>	<p>The supplier will have regular contact with supported schools/colleges to assess their confidence in technology usage. The supplier will feed back their findings to DfE officials in quarterly contract performance review meetings and progress update meetings.</p>	<ul style="list-style-type: none"> <li>The supplier will create a national online collaborative community of Demonstrator Schools by 30<sup>th</sup> June 2020.</li> <li>The supplier will create and use national communication channels for dissemination of outcomes by 30<sup>th</sup> June 2020 (and ongoing).</li> <li>The supplier will collect and analyse programme data and Management Information throughout the programme</li> <li>Monthly meetings, supported by PPM documentation, with DfE on progress</li> </ul>	<ul style="list-style-type: none"> <li>Review of PPM documentation and Management Information at quarterly meetings and 6 weekly performance reviews.</li> <li>Support the organisation of spot checks for DfE officials to Demonstrator schools and their supported network regarding PPM.</li> </ul>



lifespan of the programme.		<p>towards objectives for each Demonstrator Schools Group</p> <ul style="list-style-type: none"> <li>• The supplier will direct the work of Field Force Advisers with Demonstrator Schools and Supported Schools throughout the programme</li> <li>• The supplier will liaise with Demonstrator Schools and Supported Schools, with contact at least once per month. Information gathered from contact should feed into the 6 weekly reports to the Department.</li> <li>• The supplier will provide administrative support including financial payments and reporting to DfE throughout the programme.</li> <li>• The supplier will conduct ongoing analysis of agreed Management Information to support formative evaluation.</li> <li>• The supplier will provide analysis of formative evaluations and produce an interim report by October 31<sup>st</sup> 2020.</li> </ul>	
The supplier will conduct a robust evaluation of the whole programme, including each Demonstrator's activities, by 31 <sup>st</sup> July 2021.	<p>The supplier will provide, on a six weekly basis, an assessment of progress against the baseline for each Demonstrator (formative evaluation).</p> <p>The supplier will conduct a robust and thorough evaluation at the end of the project, by 31<sup>st</sup> July 2021.</p> <p>The supplier will communicate key messages and emerging findings from the Demonstrators</p>	<ul style="list-style-type: none"> <li>• The supplier will complete analysis for evaluations and produce final reports for each Demonstrator group.</li> <li>• The supplier will use various national communication channels including Chartered College, ASCL, NAHT and digital platforms for dissemination of outcomes from evaluation.</li> <li>• The supplier will establish and deliver a final national conference with Demonstrator and supported schools to review actions and outcomes.</li> <li>• The supplier will complete the Delivery Partnership evaluation of own actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Review of interim and final evaluation reports after they are produced and shared with the Department.</li> <li>• Review of participation rates at conference(s).</li> <li>• The Department will assess the reach and impact of the dissemination of findings.</li> </ul>

	<p>Programme to the wider education sector by 31<sup>st</sup> July 2021.</p>	<ul style="list-style-type: none"> <li>The supplier will complete a final report for DfE including results of evaluations, lessons learnt, and recommendations for policy and operational actions required to ensure sustainability of approach and transferability of the actions across the sector.</li> </ul>	
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**(3.3) Location(s) at which the Services are to be provided:**

The supplier and the consortia members will work from their own office base, using their own equipment.

Provider support to individual institutions and workshops/events will need to be accessible from all regions across England.

**(3.4) Quality standards:**

Please see KPIs table under performance standards (3.2).

**(3.5) Contract monitoring arrangements:**

The supplier will:

- Provide monthly reports for DfE. Reports should summarise activity undertaken, provider and relevant stakeholder uptake/feedback, progress against relevant KPIs for that period, key delivery statistics, resource used and actuals (i.e. costs incurred) against budget, any issues, challenges, lessons, forward look to following month.
- See section 1.1 "Fixed Deadlines"

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

As at 3.5.

**4. CONFIDENTIAL INFORMATION**

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

Please set out here all the information that you would deem commercial in-confidence.

(1.3) Price payable by DfE and payment profile


(3.1) Name of the Professional who will deliver the Services

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

5 years

**BY ACCEPTING THIS ORDER IN REDIMO THE SUPPLIER AGREES** to enter a legally binding contract with the DfE to provide to the DfE the Services specified in this Order Form incorporating the rights and obligations in the Call-off Terms set entered into by the supplier and the DfE.

**On behalf of the London Grid for Learning:**

Signed: 

Name: John Jackson

Position: :

Date: May 15, 2020

**On behalf of the Department for Education:**

Signed:   
Deborah McCann (May 12, 2020)

Name: Deborah McCann

Position: :

Date: May 12, 2020