

INVITATION TO TENDER (ITT) to undertake a DfE funded project to identify good and promising practice across two areas. These are:

- to help keep children at SEN Support who are at risk of exclusion successfully in mainstream settings;
- good and promising practice in alternative provision and mainstream settings to help successfully reintegrate SEN Support pupils into mainstream settings.

This project aims to identify:

- the key features of practice in mainstream schools with a successful record of keeping SEND pupils at risk of exclusion, engaged with school;
- the key features of practice in mainstream schools and alternative provision (AP) and/or pupil referral unit (PRU) settings, that effectively support excluded pupils with SEND to return to mainstream settings;
- the critical factors that senior leaders in both mainstream and AP/PRU settings bear in mind when supporting pupils with SEN at risk of exclusion or who have been excluded.

The report and case studies should draw on the IFF research into Alternative Provision¹, where appropriate, and will be used to inform practice in the mainstream and AP sector and support the development of a SEND Review tool for use in AP settings and future policy development.

Outputs will include:

- The identification of 14 case studies of effective practice (4 AP, 4 mainstream primary, 4 mainstream secondary, 2 mainstream all-through). The case studies should be written up as stand alone case studies in an agreed format for easy dissemination.
- A report identifying key features of inclusive teaching that help keep children at SEN Support who are at risk of exclusion successfully in mainstream settings, good and promising practice in mainstream schools for supporting the return of excluded pupils to mainstream settings, and good and promising practice in PRU and AP settings that successfully return pupils to mainstream settings.
- A report, illustrated by the case studies that identifies key features of inclusive teaching that help keep children at SEN Support who are at risk of exclusion successfully in mainstream settings.

The budget for this strand of the contract is a maximum of £20,000 excluding VAT. Value for money principles will underpin the assessment of all bids.

The closing date for tenders to be received is 8st February 2019 at 10am. Tenders should be emailed to Charlotte Rains via charlotter@nasen.org.uk. nasen will acknowledge the receipt of your tender by email. The contract will be awarded w/c 11th February 2019.

Key personnel for this tender are:

National Director – Whole School SEND: Anne Heavey – project manager

¹ <https://www.gov.uk/government/publications/investigative-research-into-alternative-provision>

Chair – Whole School SEND: Dr Adam Boddison

Director of Operations – Whole School SEND: Charlotte Rains charlotter@nasen.org.uk

Introduction:

Individuals and organisations are invited to offer a tender for provision of the above, to the specification outlined in the attached documents. Enclosed are:

Annex One	Data, Systems Handling and Security
Annex Two	Declaration and information form
Annex Three	Conflict of Interest Form

Instructions about the tendering procedures are confined within this document.

The terms and conditions of the tendering procedures are confined within this document.

For enquiries regarding the tendering process, please contact Charlotte Rains via charlotter@nasen.org.uk.

Project Brief:

In April 2018 DfE funded the Whole School SEND Consortium, led by nasen and UCL, to deliver the SEND Schools' Workforce contract for 2018-2020.

The four aims of the SEND schools' workforce contract are to:

1. Drive education institutions to prioritise SEND within their CPD and school improvement plans including facilitating greater links between mainstream and special schools.
2. Equip schools to identify and meet their training needs in relation to SEND.
3. Build the skills of teachers working in mainstream and special schools and of SENCOs and teachers of classes of children and young people with sensory impairments by promoting good practice.
4. Identify and respond to any gaps in the training and resources available to schools.

As part of this contract, Whole School SEND are commissioning case studies and a report to develop a better understanding of good and promising practice for supporting pupils identified at SEN Support who are at risk of, or have experienced, exclusion. The broader aim of this project is to inform practice across all types of setting to support SEND pupils to remain in, or successfully return to, mainstream education wherever appropriate for the pupil and to inform the development of a SEND review tool for use in AP settings.

Children and young people identified at SEN Support are at significantly increased risk of exclusion, both fixed term and permanent, when compared to their peers without SEND. For mainstream schools and AP settings the vast majority of pupils with SEND will be identified at SEN Support level. The cohort of SEND pupils in PRU and AP settings is high at 79.6%, especially at SEN Support (68.4%). Outcomes for pupils who attend PRU and AP settings are poorer than in mainstream settings, especially in terms of attendance, attainment and likelihood of becoming NEET or entering the criminal justice system.

The project aims to identify:

- good practice in mainstream schools for supporting the return of excluded pupils to mainstream settings, and

- good practice in PRU and AP settings that successfully return pupils to mainstream settings.
- features of inclusive teaching that help keep children at SEN Support who are at risk of exclusion successfully in mainstream settings,

Outputs:

- The identification of 14 case studies of effective practice (4 AP, 4 mainstream primary, 4 mainstream secondary, 2 mainstream all-through). The case studies should be written up as stand alone case studies in an agreed format for easy dissemination.
- A report identifying key features of inclusive teaching that help keep children at SEN Support who are at risk of exclusion successfully in mainstream settings, good and promising practice in mainstream schools for supporting the return of excluded pupils to mainstream settings, and good and promising practice in PRU and AP settings that successfully return pupils to mainstream settings.
- The case studies should be included in the report to illustrate:
 - the key features of practice in mainstream schools with a successful record of keeping SEND pupils at risk of exclusion, engaged with school
 - the key features of practice in mainstream schools and alternative provision (AP) and/or pupil referral unit (PRU) settings, that effectively support excluded pupils with SEND to return to mainstream settings
 - the critical factors that senior leaders in both mainstream and AP/PRU settings bear in mind when supporting pupils with SEN at risk of exclusion or who have been excluded

This project supports the wider contract aims of equipping schools to identify and meet their training needs, and building the skills of teachers working in mainstream and special schools and of SENCOs and teachers of classes of children and young people with sensory impairments by promoting best practice.

Expected Methodology

The bidder should present a methodology that:

- Defines good practice, this should draw on existing data and research;
- Presents a rationale for case study selection; and,
- Outlines a structure for the case studies, including the size and scope.

The methodology should address the potential challenge of identifying good practice in this area.

Budget:

A maximum of £20,000 excluding VAT is available for this strand of work. Payments will be made against agreed key performance indicators during the life of the project, including an interim report and a final report. An indicative payment schedule is presented below:

Allocation	Date	Description
Up to £5000 + VAT	March 30 th 2019	Agreed research plan, methodology,

£5000 + VAT	July 31 st 2019	Interim report, including case studies 6
£10,000 + VAT	December 31 st 2019	Final report, including all 14 case studies

Governance

Oversight will be provided by the WSSC project manager (National Director), in consultation with DfE, and ultimately by the Whole School SEND programme board and Contract Senior Leadership team.

Timescales:

A detailed and fully agreed research plan is expected by the end of March 2019; an interim report by including six case studies by the end of July 2019, and the final report with 14 case studies will be due by the end of December 2019.

Publication and dissemination

The final report and case studies will be published by nasen and hosted on the SEND Gateway. In addition, they will be disseminated throughout the Whole School SEND community of practice and other networks.

Tender Process

To apply to deliver this project, please complete a proposal, including your proposed methodology and how you will select schools for inclusion in the case studies, in line with the scoring criteria below. Please send your proposal plus a completed Annex Two Form and Annex Three Form and return to Charlotte Rains via charlotter@nasen.org.uk by 8th of February at 10am.

Applications should not exceed 3500 words in length. This includes appendices.

A panel will score the applications against the following criteria:

Detailed and realistic research proposal with implementation plan with demonstrates value for money principles	50%
Methodological rationale for identifying case studies	20%
Previous successful research projects in the education field, ideally relating to SEND or other vulnerable groups of learners	20%
Managing conflict of interests	10%

Bids will be assessed using the following 0-4 point criteria:

Mark	Description
0	Totally fails to meet the requirement
1	Meets some of the requirement, with limited supporting information
2	Meets some of the requirement, with reasonable explanation
3	Fully meets the requirement, with detailed explanation/evidence in support

4	Exceeds the requirement, with detailed explanation/ evidence in support
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ANNEX ONE - DATA, SYSTEMS HANDLING AND SECURITY

The subcontractor shall:

- 8.1 employ appropriate organisational, operational and technological processes and procedures to keep DFE Data safe from unauthorised use or access, loss, destruction, theft or disclosure which comply with ISO/IEC 27001 as appropriate to the Services;
- 8.2 not delete or remove any proprietary notices contained within or relating to DFE Data;
- 8.3 preserve the integrity of DFE Data and prevent the corruption or loss of DFE Data;
- 8.4 ensure that any files containing DFE Data are stored on the Subcontractor's secure servers and/or secured Subcontractor Equipment;
- 8.5 ensure that DFE Data relating to the Contract is segregated from other data on its IT systems so that DFE Data can be securely deleted if required;
- 8.6 not keep DFE Data on any Subcontractor Equipment unless it is protected by being fully encrypted and password protected and its use is necessary for the provision of the Services;
- 8.7 ensure that any hard copy is destroyed by cross-cut shredding and secure re-cycling of the resulting paper waste;
- 8.8 perform secure back-ups of all DFE Data and ensure that up-to-date back-ups are stored off-site. The Subcontractor shall ensure that such back-ups are available to the DFE at all times upon request;
- 8.9 not store or host DFE Data outside the United Kingdom or perform any ICT management or support without the DFE's prior written consent;
- 8.10 ensure that any DFE Data sent to any third party is:
 - 8.10.1 sent by CD or DVD;
 - 8.10.2 fully encrypted and password protected, with the password for files sent separately from the data;
 - 8.10.3 carried by a secure courier or registered postal service (special delivery) and not by e-mail or on USB pens.
9. If DFE Data is held and/or processed by the Subcontractor, the Subcontractor shall supply DFE Data to the DFE as requested and in the format specified by the DFE.
10. If DFE Data is corrupted, lost or sufficiently degraded as a result of the Subcontractor's Default so as to be unusable, the DFE may:
 - 10.1 require the Subcontractor at the Subcontractor's expense to restore or procure the restoration of DFE Data as soon as practicable; and/or
 - 10.2 itself restore or procure the restoration of DFE Data and may invoice the Subcontractor for any reasonable expenses incurred in doing so.

In the event of any dispute the parent Strategic Support to The Workforce In Mainstream And

Special Schools contract between the DFE and Nasen dated 1st April 2018 will take precedence.

ANNEX TWO - DECLARATION AND INFORMATION FORM

PROJECT TITLE: STRATEGIC SUPPORT TO THE WORKFORCE IN MAINSTREAM AND SPECIAL SCHOOLS

PROJECT REFERENCE NUMBER: SSWMSS/NASEN/19

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

Declarations

- 1 (Name of tenderer) declare that we accept the WSS Consortium standard terms and conditions as the basis of the contract; and
- 2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this tender. The tender price has not been fixed nor adjusted in collusion with any third party, and
- 3 declare that the tender will remain valid until 31/03/2020 and that we are not entitled to claim from the WSS Consortium any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful.

Signed on behalf of the Tenderer

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Please print full name.....

Date.....

Undertaking

Department in the form of a signed undertaking in respect of any or all of the following:

- a) any state of bankruptcy, insolvency, compulsory winding up, administration, receivership composition with creditors or any analogous state of relevant proceedings;
- b) any convictions for a criminal offence committed by the tenderer (or being a company, by its officers or any representative of the company);
- c) any acts of grave misconduct committed by the tenderer (or being a company, by its officers or any representative of the company) in the course of their business or profession/the company's business;
- d) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of Social Security contributions; and
- e) any failure by the tenderer (or being a company, by its officers or any representative of the company) to fulfil their obligations relating to payment of taxes.

ANNEX THREE – CONFLICT OF INTEREST FORM

PROJECT TITLE: STRATEGIC SUPPORT TO THE WORKFORCE IN MAINSTREAM AND SPECIAL SCHOOLS

PROJECT REFERENCE NUMBER: SSWMSS/NASEN/19

Conflict of Interest Declaration Form

Organisations **must** complete either part 1 or 2. Please return this form with your ITT documentation.

A declaration of interest will not necessarily mean the individual or organisation cannot work on the project; but it is vital that any interest or conflict is declared so it can be considered openly.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in DfE exercising its right to terminate any contract awarded.

Potential conflicts of interest may include (but are not restricted to);

- For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
- A professional or personal interest in the outcome of this project.
- Current or past employment with relevant organisations
- Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (including consulting or advisory fees)
- Gifts or entertainment received from relevant organisations
- Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
- Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

Part 1

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

If my situation or that of my organisation changes during the project in terms of interests or conflicts, I will notify the National Director immediately.

Signed

Name

Position

OR

Part 2

I wish to declare the following with respect to personal or professional interests related to relevant organisations (insert name(s) below):

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Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline in your tender the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.

If my situation or that of my organisation changes during the project in terms of interests or conflicts, I will notify the National Director immediately.

Signed

Name

Position