

Commissioning procedure

In School Improvement we have a process for commissioning external consultants for training and support for schools that follows KCCs guidance on procurement (<http://knet/ourcouncil/Pages/MG6-Procurement.aspx>) and getting good value for money.

We have several procurement frameworks that we use to good effect, always through mini competition. The main School Improvement Framework reopened on April 1st 2014 and is now a dynamic purchasing system which means there are several windows in which you can apply within the 2 year time frame.

Commissioning process and recording procedure

District and Area meetings are held to discuss the specific needs of Primary, Secondary and Special Schools. After discussion and analysis a map of support for each district is outlined with different avenues of support explored. Paid external consultants are not the only option and we look to schools supporting schools and also link closely with the Teaching Schools in supporting particular schools or projects. The Principal Adviser's will have been made aware of these discussions and the needs of the schools in each area.

The SIA completes a commissioning form including the intended outcomes of the support for evaluation purposes on completion. All commissioning forms are sent to the SIA - Commissioning and Training. If the support requires sourcing, the SIA - Commissioning will do this through the procurement framework or other means such as the ELS team, other schools or Teaching Schools. All commissioning is recorded by District and phase with costs where possible to build a county picture of commissioning.

There are only two ways we can go directly to one person with no competition involved one is through the agency Connect2Kent and the other would be via a Director Approval form (speak to SIA Commissioning before completing a DAF).

Commissioning that requires sourcing is completed as soon as possible and the Area SIA takes part in the evaluation of bids. A confirmation email is sent from the SIA - Commissioning to the person/company who won the bid explaining that their work will be managed and evaluated by the Area SIA, confirming the agreed daily rate and the name of the Support Officer who will be dealing with their finances for the work. If they are a new provider they will then be set up on the iprocurement system for payment.

If the Commission is for a particular person or company the Area SIA Support Officer will contact connect2staff (KCC recruitment agency).

The SIA – Commissioning will also deal with:

- Any complaints regarding external consultants
- Extensions of contracts.
- Challenges from companies or consultants
- Sourcing of commissions