

Instructions for submitting your contract bids and call-off rates through Inspector Profiles

When it is time for you to populate your rates page in Inspector profiles (IP) you will receive an alert email from Estyn when the tender / call-off area of Inspector Profiles is open to receive bids.

These are the steps you need to take to place bids for summer term 2018 and call-off rates for the current financial year:

- Log into your profile using your VIR user name and password. If you require a reminder or password reset, please email inspectorprofiles@estyn.gov.uk
- At the home page, please click on the Rates tab as indicated in the screen shot below.

Home Page

By logging into your profile you are confirming that the details you have provided are a true record.

Full Name:	Jerry Cann	
Known as:	Jed	Edit
Date of birth:	15 Jan 1984	Edit
Status:	ACTIVE	Edit
Inspector number:	06413	Notify
QTS or DSE Number:	323/412	
This is required by Estyn.		Edit
Enhanced Disclosure Number:	31258779654	
Expiry Date:	08 Jun 2016	

Contact Details		
Home Address:	15 Apple tree farm Abbey Lane Rhoose Vale of Glamorgan CF54 OAT	Edit
Home Tel:	02920446357	Edit
Mobile Tel:	07965231988	Edit
Emergency Tel:	07932568789	Edit
Email:	Jcann1984@BT.net	Edit
Other Email:	Jhome1984@googlemail.com	Edit

	Edit Photo
Current Employer	
Organisation:	Name of Provider
Address:	Meadow Street Cardiff Cardiff CF24 5JW 0206 456 3326 Cardiff Council
Phone:	0206 456 3326
Local Authority:	Cardiff Council
Provider in a category?	Not in a category
Faith School:	No
Local authority designated special class attached to the provider?	No
Role:	Teacher
Start Date:	28 Apr 2014
	Employment History

Home
Name & Contact
Employment
Roles
Rates
Specialisms
Training
Inspections
Contracts
Preclusions
Availability
Contact History
Inspectors

Click rates

[Introducing Inspector Profiles](#)
[Inspector Profiles User Manual](#)

Done

- The rates page below will be displayed:

Rates

Click here to submit your rates

Last Updated

Are you enrolled on Estyn's call off list: No

Are you VAT registered:

Open Academic Term: Summer - 2018/19

Capacity per Term:

Payee Name for Contract Fees:

Role	Sector	Language	Local Authority	Call Off Rate	Tender Rate
				£	£

To sign up for the call off contract, please click [here](#)

If you have a query about call off contracts, please [Notify Estyn](#)

- Click on “To sign up for the call contract” as indicated.

The question below be displayed

To add your daily rate or amend an existing rate, please click [here](#)

- Click on “To add your daily rate or amend an existing rate” as indicated.

Note that we now require rates per Local Authority (LA) (previously a regional rate was used). The next image shows the screen layout for entering bids.

- Click on “Show picked combinations”

Your Estyn endorsed roles will be listed, along with the sectors and LAs in which you are eligible to inspect; it is therefore vital that you keep your preclusions under regular review and update accordingly.

Note that for this exercise, “Load existing combinations” can be ignored – this will be relevant in future terms, should you wish to revise your bids.

Click here to display your Estyn endorsed roles and the sectors and LA's you are eligible to inspect

Enter Rates

Save
Cancel

Person

Load Existing Combinations
Show Picked Combinations

Role / Sector / Language / Local Authority Combination	Call Off Rate	Tender Rate

Having selected “**Show picked combinations**”, the LAs you are eligible to inspect in are displayed as shown below, along with a guide on what to consider when calculating the call-off and tender rate:

Load Existing Combinations
Hide Picked Combinations

Role	<input type="checkbox"/> Lead <input type="checkbox"/> Team	<h3 style="margin: 0;">Guidance on how to calculate daily rates (Tender or Call Off)</h3> <p style="margin: 0;">When calculating daily rates for inspection services, Contracted Additional Inspectors (CAIs) should also consider how much additional time is spent on pre and post inspection activities and include travel, meal and (when applicable) accommodation costs.</p> <p style="margin: 0;">Estyn calculates an inspector's contract fee by multiplying the number of days an inspector would be needed at the school/provider site (i.e. the inspection template) by their daily rate (VAT inclusive where applicable).</p> <p style="margin: 0;">As at 28/03/18 inspection templates are as follows:</p> <ul style="list-style-type: none"> Nursery - 1 day ALN – 1 day Primary - 3 days PRU - 3 days Independent School - 3 days Special School - 3 days Secondary - 3.5 days All Age School - 3.5 days Follow up / Monitoring Visits – 2 or 2.5 days <p style="margin: 0;">Estyn reserves the right to amend the inspection templates at any time.</p>
Sector	<input type="checkbox"/> Maintained Special <input type="checkbox"/> Primary	
Language	<input type="checkbox"/> Welsh <input type="checkbox"/> English	
Local Authority	<input type="checkbox"/> Isle of Anglesey County Council <input type="checkbox"/> Blaenau Gwent County Borough Council <input type="checkbox"/> Bridgend County Borough Council <input type="checkbox"/> Caerphilly County Borough Council <input type="checkbox"/> Carmarthenshire County Council <input type="checkbox"/> Ceredigion County Council <input type="checkbox"/> Conwy County Borough Council <input type="checkbox"/> Denbighshire County Council <input type="checkbox"/> Flintshire County Council <input type="checkbox"/> Gwynedd Council <input type="checkbox"/> Merthyr Tydfil County Borough Council <input type="checkbox"/> Monmouthshire County Council <input type="checkbox"/> Neath Port Talbot County Borough Council <input type="checkbox"/> Newport City Council <input type="checkbox"/> Pembrokeshire County Council <input type="checkbox"/> Powys County Council <input type="checkbox"/> Rhondda Cynon Taf County Borough Council <input type="checkbox"/> City and County of Swansea <input type="checkbox"/> Torfaen County Borough Council <input type="checkbox"/> Vale of Glamorgan Council <input type="checkbox"/> Wrexham County Borough Council <input type="checkbox"/> Welsh Consortia	

Load Selected Combinations

Please select the Roles, Sectors, Languages and Local Authorities you wish to submit a rate for, by clicking the tick the box against each item

Role	<input checked="" type="checkbox"/> Lead
	<input checked="" type="checkbox"/> Team
Sector	<input checked="" type="checkbox"/> Secondary
	<input checked="" type="checkbox"/> Primary
Language	<input checked="" type="checkbox"/> Welsh
	<input checked="" type="checkbox"/> English
Local Authority	<input checked="" type="checkbox"/> Isle of Anglesey County Council

You can either add rates in separately for call - off and tender per role, or you can set all combinations to the same rate by ticking the box "Set all combinations to same rate ?" and complete a Call Off Rate and Tender Rate "To apply to all Combinations" as circled in red below .

Load Selected Combinations

Role / Sector / Language / Local Authority Combination	Call Off Rate	Tender Rate
Lead / Primary / Welsh / Isle of Anglesey County Council	<input type="text"/>	<input type="text"/>
Lead / Primary / Welsh / Caerphilly County Borough Council	<input type="text"/>	<input type="text"/>
Lead / Primary / Welsh / Conwy County Borough Council	<input type="text"/>	<input type="text"/>
Set all combinations to same rate?	<input type="checkbox"/>	
Rate to apply to All Combinations	<input type="text"/>	<input type="text"/>

Please note:
 All prices quoted are a daily rate.
 All prices should include VAT if applicable.
 Are you VAT registered and are the prices quoted in the Commercial parameters subject to the inclusion of VAT?
 No Yes

Capacity per Term

Please indicate payee name for contract fees

Submit rates to Estyn?

Save
Cancel

Before leaving this screen, click here to "submit rates" then click "save"

- Please ensure that you have completed:
 - your VAT status
 - maximum inspection capacity; and
 - the name of the payee for inspection services
- Save your details

A summary of the rates you submitted will be displayed:

Rates

Last Updated	16 Jan 2018 at 16:13:49
Are you enrolled on Estyn's call off list:	Yes
Are you VAT registered:	Yes
Open Academic Term:	Summer - 2018/19
Capacity per Term:	5
Payee Name for Contract Fees:	Estyn

Role	Sector	Language	Local Authority	Call Off Rate	Tender Rate
Lead	Primary	English	Blaenau Gwent County Borough Council	£1.00	£1.00
Lead	Primary	English	Bridgend County Borough Council	£1.00	£1.00
Lead	Primary	English	Conwy County Borough Council	£2.00	£2.00
Lead	Primary	Welsh	Blaenau Gwent County Borough Council	£1.00	£1.00
Lead	Primary	Welsh	Bridgend County Borough Council	£1.00	£1.00
Lead	Primary	Welsh	Conwy County Borough Council	£2.00	£2.00
Lead	Secondary	English	Blaenau Gwent County Borough Council	£1.00	£1.00
Lead	Secondary	English	Bridgend County Borough Council	£1.00	£1.00
Lead	Secondary	English	Conwy County Borough Council	£2.00	£2.00
Lead	Secondary	Welsh	Blaenau Gwent County Borough Council	£1.00	£1.00
Lead	Secondary	Welsh	Bridgend County Borough Council	£1.00	£1.00
Lead	Secondary	Welsh	Conwy County Borough Council	£2.00	£2.00

To add your daily rate or amend an existing rate, please click [here](#)

If you have a query about call off contracts, please [Notify Estyn](#)

Done

The following steps will then be completed by Estyn:

- Bids are evaluated, contracts awarded and added to your “Event Contracts” page shown below (link to this page will be on your home page as per the first page of this document).
- You will receive an email to alert you of any contract offers. These will be displayed on the Events contracts page of your Inspector Profile as shown below.

The easiest way to see your current contracts is to filter by the Term you are interested in:

- Click on the drop down box headed “Term Start”
- Select the Term you wish to see the contracts for and click “Filter”

You can filter using the “status” of a contract, eg. paid, awarded, cancelled etc.

Save Cancel Acknowledge

Code 06413 Cann, Dr Jerry

Contract Status Start Date From Start Date To Term Start Filter

Search Search

Event	Role	Rate	Provider Name	Start Date	End Date	Travel Time	Contract Status	Cancellation Fee	Cancellation Reason	POR or PIN
03533	T1			25 Jun 2013	25 Jun 2013		<input type="text"/>			<input type="text"/>
04832	T1			17 Jun 2014	17 Jun 2014		<input type="text"/>			<input type="text"/>
05777	L			14 Oct 2014	16 Oct 2014		<input type="text"/>			<input type="text"/>

Save Cancel Acknowledge

Accept or Decline **each contract** by using the drop down box indicated above, then click "save"

This page will serve as an up to date record of the status of your contracts.

[Done](#) [Acknowledge](#)

Code 06413 Cann, Dr Jerry

Contract Status Start Date From Start Date To Term Start [Filter](#)

Event	Role	Rate	Provider Name	Start Date	End Date	Travel Time	Contract Status	Cancellation Fee	Cancellation Reason	POR or PIN
03533	T1			25 Jun 2013	25 Jun 2013		Offer <input type="text"/>		<input type="text"/>	
04832	T1			17 Jun 2014	17 Jun 2014		Offer <input type="text"/>		<input type="text"/>	
05777	L			14 Oct 2014	16 Oct 2014		Offer <input type="text"/>		<input type="text"/>	

[Done](#) [Acknowledge](#)



You also have the option to cancel contracts on this page by changing the drop down menu to “Cancelled by Contractor”. Having changed the status of the contract you will also need to choose a reason from the drop down box for “Cancellation Reason”.



There are other “status” which may be shown over time but some of these are only available to Estyn.

If for any reason Estyn is required to cancel a contract, the drop down box will be amended to reflect this and a reason given. If a contract is cancelled by Estyn and the timing means that it qualifies for a cancellation fee, this will automatically be calculated and will populate the “Cancellation Fee” box on this page and payment made.

Once the inspection has been completed, payment will be made in line with the contract terms and conditions.