

### **Existing User**

# 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 termly bids 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 Jed Known as: <u>Edit</u> Edit Photo Click Date of birth: 15 Jan 1984 Edit Home rates Status: **ACTIVE** Edit Name & Inspector number: 06413 **Notify** Contact **Employment** 323/412 QTS or DSE Number: Edit This is required by Estyn. Roles **Current Employer** Enhanced Disclosure Number: 31258779654 Organisation: Rates Name of Provider **Expiry Date:** 08 Jun 2016 Address: Meadow Street Specialisms Cardiff Training Cardiff **Contact Details** CF24 5JW Inspections Home Address: 15 Apple tree farm 0206 456 3326 Phone: Contracts <u>Edit</u> Abbey Lane Local Authority: Cardiff Council Preclusions Rhoose Provider in a category? Not in a category Vale of Glamorgan Availability Faith School: No CF54 OAT Contact History Local authority designated special 02920446357 Home Tel: class attached to the provider? Edit Inspectors Mobile Tel: 07965231988 Teacher Edit Role: 07932568789 **Emergency Tel:** Start Date: 28 Apr 2014 Edit Email: Jcann1984@BT.net **Employment History** Edit Other Email: Jhome1984@googlemail.com Introducing Inspector Profiles Inspector Profiles User Manual

Done

• The rates page below will be displayed:

#### **Rates**

**Last Updated** 17 Jan 2018 at 11:06:01

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	Welsh	Conwy County Borough Council	£2,00	£2.00
Lead	Primary	Welsh	Bridgend County Borough Council	£1.00	£1.00
Lead	Primary	Welsh	Blaenau Gwent County Borough Council	£1.00	£1.00

Click here to

submit your rates

To add your daily rate or amend an existing rate, please click here

The next image shows the screen layout for entering bids.

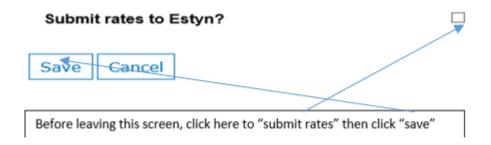
• Your existing prices will be displayed.

Enter Rates					
Save Cancel					
Person					
Load Existing Combinations	Show Picke	ed Combinations			
Role / Sector / Language / Local Aut Combination	hority	Call Off Rate	Tender Rate		
Lead / Primary / Welsh / Blaenau Gwel Borough Council	nt County	1.00 ×	1.00		
Lead / Primary / Welsh / Bridgend County Borough Council		1.00	1.00		
Lead / Primary / Welsh / Conwy Count Council	y Borough	2.00	2.00		

On this screen you may undertake the following actions;

- amend your rates and submit different pricing; (delete the price shown in the blue box and replacing with a new figure)
- do not amend the current pricing; (submit the same rate as the previous term)
- remove a Local Authority from your existing list; (delete the prices shown in the blue boxes for both call off rate and tender rate – leave the box blank)

Next, click submit rates to Estyn and click save.



You have now successfully submitted your rates.

Should you wish to add an additional LA or LAs to your table of rates you will be required to follow the steps described below.

# How to add additional Local Authorities to your existing Rates

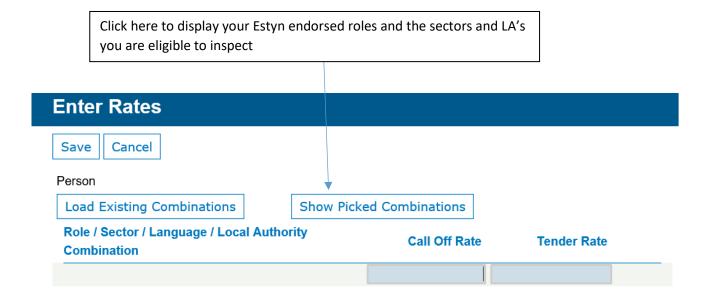
On the Rates page, click

To add your daily rate or amend an existing rate, please click here

## 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.



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:

Combinations Hide Picked Comb	inations
□ Lead □ Team	Guidance on how to calculate daily rates (Tender or Call Off)
☐ Maintained Special ☐ Primary	When calculating daily rates for inspection services, Contracted
☐ Welsh ☐ English	Additional Inspectors (CAIs) should also consider how much additional time is spent on pre and post inspection activities and include travel, most and (when applicable) accommodation costs.
□ Isle of Anglesey County Council □ Blaenau Gwent County Borough Council □ Bridgend County Borough Council □ Caerphilly County Borough Council □ Carmarthenshire County Council □ Ceredigion County Council □ Conwy County Borough Council □ Denbighshire County Council □ Flintshire County Council □ Gwynedd Council □ Merthyr Tydfil County Borough Council □ Monmouthshire County Council	include travel, meal and (when applicable) accommodation costs.  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).  Estyn reserves the right to amend the inspection templates at any time.
	Lead Team Maintained Special Primary Welsh English Isle of Anglesey County Council Blaenau Gwent County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Carmarthenshire County Council Conwy County Borough Council Conwy County Borough Council Denbighshire County Council Flintshire County Council Gwynedd Council Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council City and County Council City and County Borough Council City and County Borough Council City and County Borough Council Vale of Glamorgan Council Wrexham County Borough Council

Please select the Roles, Sectors, Languages and the additional Local Authorities you wish to submit a rate for, by clicking the appropriate tick boxes.

Role	✓ Lead
	✓ Team
Sector	✓ Secondary
	✓ Primary
Language	✓ Welsh
	☑ English
Local Authority	✓ 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 / La Combination	nguage / Local Authority	Call Off Rate	Tender Rate	
	Lead / Primary / W Council	elsh / Isle of Anglesey County			
	Lead / Primary / W Council	/elsh / Caerphilly County Borough			
	Lead / Primary / W Council	/elsh / Conwy County Borough			
	Set all combination	os to same roto?			
	Rate to apply to Al	Combinations			
	Please note:	an a della sete			
	All prices quoted a	ire a daily rate. nclude VAT if applicable.			
	-		○ No   Yes		
		tered and are the prices quoted in arameters subject to the inclusion of	○ No ● Yes		
	VAT?	•			
	Capacity per Term	ı			
	Please indicate pa	yee name for contract fees			
	Submit rates to E	styn?			
	Save Cancel				
Γ.	Dafara laguing this	aliak hara ta "aubmit ratas" than ali-l-""			
	Before leaving this screen	, click here to "submit rates" then click "save"			

- Please ensure that you have completed:
   your VAT status

  - o maximum inspection capacity; and
  - o 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  $\underline{\text{here}}$ 

If you have a query about call off contracts, please Notify Estyn

Done