

## 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](mailto: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.

<b>Full Name:</b>	Jerry Cann				
<b>Known as:</b>	Jed	<a href="#">Edit</a>		<a href="#">Edit Photo</a>	
<b>Date of birth:</b>	15 Jan 1984	<a href="#">Edit</a>			
<b>Status:</b>	ACTIVE	<a href="#">Edit</a>			
<b>Inspector number:</b>	06413	<a href="#">Notify</a>			
<b>QTS or DSE Number:</b>	323/412				
<b>This is required by Estyn.</b>		<a href="#">Edit</a>			
<b>Enhanced Disclosure Number:</b>	31258779654				
<b>Expiry Date:</b>	08 Jun 2016				
<b>Current Employer</b>					
<b>Organisation:</b>	Name of Provider				
<b>Address:</b>	Meadow Street				
	Cardiff				
	Cardiff				
	CF24 5JW				
<b>Phone:</b>	0206 456 3326				
<b>Local Authority:</b>	Cardiff Council				
<b>Provider in a category?</b>	Not in a category				
<b>Faith School:</b>	No				
<b>Local authority designated special class attached to the provider?</b>	No				
<b>Role:</b>	Teacher				
<b>Start Date:</b>	28 Apr 2014				
		<a href="#">Employment History</a>			

#### Contact Details

<b>Home Address:</b>	15 Apple tree farm	
	Abbey Lane	<a href="#">Edit</a>
	Rhose	
	Vale of Glamorgan	
	CF54 OAT	
<b>Home Tel:</b>	02920446357	<a href="#">Edit</a>
<b>Mobile Tel:</b>	07965231988	<a href="#">Edit</a>
<b>Emergency Tel:</b>	07932568789	<a href="#">Edit</a>
<b>Email:</b>	Jcann1984@BT.net	<a href="#">Edit</a>
<b>Other Email:</b>	Jhome1984@googlemail.com	<a href="#">Edit</a>

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

**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

Click here to submit your rates

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

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 Picked Combinations

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

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.

Submit rates to Estyn?

Save Cancel



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

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

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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:

<input type="button" value="Load Existing Combinations"/>		<input type="button" value="Hide Picked Combinations"/>	
Role	<input type="checkbox"/> Lead <input type="checkbox"/> Team	<p><b>Guidance on how to calculate daily rates (Tender or Call Off)</b></p> <p>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>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>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		
<input type="button" value="Load Selected Combinations"/>			

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	<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

Lead / Primary / Welsh / Caerphilly County Borough  
Council

Lead / Primary / Welsh / Conwy County Borough  
Council

Set all combinations to same rate?

Rate to apply to All Combinations

**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