**Data and Digital Solutions Fund Application Form**

## **Project 2b: Using technology to reimagine CMS.**

## **Application Stage 1 – Contact Details**

**You must complete the application stage 1 table below as part of your bid.**

|  |  |
| --- | --- |
| **Project:** |  |
| **Name of LA:** |  |
| **Are you applying as an individual LA or as part of a group?** |  |
| **If you are applying on behalf of a group, please list the other LAs in your group.**  NB – as lead LA, you will be responsible for the grant funding and reporting requirements that form part of this grant offer. |  |
| **Name of Bidding Officer:** |  |
| **Role of Bidding Officer:** |  |
| **Lead Bidding Officer contact email:** |  |

## **Application Stage 2 – Declaration**

**You must complete the application table 2 below as part of your bid.**

|  |  |
| --- | --- |
| **DECLARATION\* (Please complete in block capitals)**  Signatures must be either be submitted electronically or scanned in. | |
| I confirm that the information given in this application is true and complete; that, if successful, the LA will administer any grant in accordance with the section 14 grant letter supplied by the Department for Education. | |
| **Full name:** |  |
| **Position (Job Title):** |  |
| **Project** |  |
| **Date:** |  |
| **Contact details including email address:** |  |
| **Signature:** | <please provide signature> |
| **Countersigned (by the DCS):** | <please provide signature> |

## **Application Stage 3**

### 

|  |  |  |  |
| --- | --- | --- | --- |
| **Project 2b: Using technology to reimagine CMS.** | | | |
| Existing advanced technology, including “artificial intelligence” which is commercially available and utilised in other sectors could make significant improvements in the way social workers record, access, analyse and share data and information – as an extension of human capabilities, not a replacement. For example, making collection of the data and information the system needs easier (so reducing the burden on social workers), to creating sophisticated alerts flagging where information needs to be shared, to interpreting information about individual children in written records or identifying potential family members.  We are making funding available to LAs to work with IT software and system development companies to use existing advanced technology to develop a proof of concept and pilot a reimagining of recording, retrieval, sharing and information analysis information from CMS. The solution should save social worker time and enhance their ability to make decisions. | | | |
| **Project 2b: Specification** | | | |
| The department is looking for a LA partner who will develop an IT product which utilises widely available technology to:   * reduce the data recording and/or retrieval burden on social workers, whilst ensuring that the system has the data and information it needs for good service delivery and oversight * support good social work practice * as part of that, enhance social workers’ ability to share, analyse and understand complex information and make effective decisions   The product will have universal usability and should not be restricted to one model of service delivery, case management system or technology partner.  The application of the product will be cost effective for use by other LAs (using any technology provider) and will demonstrate an enhancement in the quality of children’s records, the progression of interventions and plans, and reduction in the time social workers spend at their computers.  The product should consider non-traditional information storage formats, such as audio, photos, video, etc. It should offer the ability to analyse these alongside current data arrangements, whilst also exploring opportunities to develop input mechanisms for future information storage formats, such as audio/visual. | | | |
| **Project 2b: Selection Criteria** (all questions must be answered ‘yes’ in order to be considered. | | | |
|  | | | Yes/No |
| 1 | Is your LA rated as good or outstanding overall across all sub-judgements by Ofsted? | |  |
| 2 | Do you agree to the conditions of funding as set out on page 7 of the Prospectus? | |  |
| 3 | Do you understand and agree that the department will own all of the Intellectual Property Rights on all tools/models/systems developed by your LA with its funding or by your contractor on your behalf? | |  |
| 4 | Are you able to confirm the total cost/capital expenditure of your project? | |  |
| 5 | Do you have an IT partner willing and able to collaborate on this project within the specified timeline? | |  |
| **Project 2a: Technical questions** (responses to these questions will be assessed using the assessment framework in Annex C). | | **Weightings** | |
| **Capability** | | | |
| How will you achieve all the outputs in the project 2b specification above?  (1500 words) | | 25% | |
| [insert response here] | | | |
| Please provide a detailed delivery plan, including:   * clear milestones and deliverables * sequencing and timing of activities, and how you will deliver the outputs in the specification above by March 2024 * evidence of how you will start work as soon as possible, and begin claiming funding in FY22-23 * a high-level risk register, including reference to the challenges in this area of data collection. Please include probability and impact scores and mitigations and contingencies * details of the governance and management processes that will oversee delivery of the project and how they will run together with the short project touch base meetings every two to three weeks, and DDSF programme board (see Project governance, methodology and reporting set out in the Prospectus) * details of other LAs you will work with - how many and at what level of involvement   (3000 words) | | 15% | |
| [insert response here] | | | |
| **Evaluation and quality assurance** | | | |
| What, are your aims and what impacts are you expecting to see in the short, medium and long term and how will you know if these have been achieved?  (800 words) | | 5% | |
| [insert response here] | | | |
| Please describe how you will test, learn and adapt your project (this might include an independent evaluation or learning via an alternative approach).  (800 words) | | 5% | |
| [insert response here] | | | |
| How will you use the regular touch base project meetings, and the quarterly DDSF programme board to ensure that the project approach and any outputs are robust, suitable to the sector and replicable in other LAs?  (800 words) | | 5% | |
| [insert response here] | | | |
| **Capacity** | | | |
| Please provide a resource plan, including (where applicable) plans for onboarding core team members, partnering with other LAs or third parties (how many and at what level of involvement), and strategy for recruiting or engaging user research participants. The plan should include:   * detail on the lead individuals’ experience, and what qualifies them to oversee and manage the project successfully * an outline of the core team members’ expertise, seniority and experience in the subject matter. Project staff should be those who know and understand your current systems well and are in a position to innovate – not create a new database for an existing CMS * how much of each individual’s time will be spent on the project (e.g. using FTE figures) * how IT development staff, and frontline social work staff (for user research and testing) will be released and have their time protected to work on the project * if individuals will be working at different points throughout the project e.g. they are not available or allocated to the project from the start, you must outline at what points of the project they will be involved * detail on whether resource included in this bid is included in any other DDSF project bid – and assurance that each project would have sufficient resource if grant funded   (1500 words) | | 15% | |
| [insert response here] | | | |
| **Cost** | | | |
| Please complete the DDSF Pricing Schedule to provide your proposed costings for this project. | | 30% | |