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Planning

Education Healthcare Plan Writing

Essex County Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-073072

Procurement identifier (OCID): ocids-h6vhtk-05d40e

Published 12 November 2025, 10:59am

Changes to notice

This notice has been edited. The [previous version](#) is still available.

We have moved the date of tender release to allow more time for submission over the holiday period

Scope

Reference

F002PA - Education Healthcare Plan Writing

Description

2.1 Under the Children and Families Act 2014 and the Special Educational Needs and Disabilities Code of Practice ECC has a statutory obligation to assess children with special educational needs or a disability and where appropriate write or update and issue an education, care and health plan (ECHP) which sets out the required 'special education provision'.

2.2 An Education, Health and Care (EHC) plan is a legal document for children and young people (0-25) with significant special educational needs and disabilities (SEND). It sets out:

- Their needs across education, health, and care
- The support required
- The outcomes aimed for

It ensures coordinated, tailored support and helps secure resources for specialist provision.

Total value (estimated)

- £960,000 excluding VAT
- £1,152,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 March 2026 to 28 February 2029
- 2 years, 11 months, 30 days

Main procurement category

Services

CPV classifications

- 80000000 - Education and training services

Contract locations

- UKH3 - Essex

Engagement

Engagement deadline

26 November 2025

Engagement process description

Essex County Council are working towards a model where EHCPs are written internally, however there are peak times in the academic year where the number of plans (new and amendments) exceed the internal capacity. There is therefore no guarantee of numbers under this contract and the resource needs to be flexible to meet demand.

We are intending to run a series of drop in market engagement sessions with suitably experienced organisations to support our requirement moving forward.

We would like to hear from organisations interested in this requirement and who are able to demonstrate the following relevant experience:

- Understand the Essex process for initiating assessments, undertaking assessments and drafting EHCPs <http://www.essexlocaloffer.org.uk/>

- Write EHCPs for individual children and young people using information contained in a variety of report formats
- EHCPs must comply with the requirements within the SEN Code of Practice https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEN_Code_of_Practice_January_2015.pdf
- Account needs to be taken of any guidance provided by the Department for Education or Essex County Council
- Appoint and manage appropriately experienced and qualified staff to write the EHCPs
- Ensure that there is sufficiency of trained staff to meet and deliver to Local Authority requirements and that there will be a continuous service delivery.
- Ensure strict compliance with the Data Protection Act 1998 and all updates.

Please send your expression of interest to harvey.neary@essex.gov.uk who will share a microsoft forms to be complete in time for the drop in sessions

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

26 November 2025

Procedure

Special regime

Light touch

Contracting authority

Essex County Council

- Public Procurement Organisation Number: PWVM-4844-NRQH

County Hall, Market Road

Chelmsford

CM1 1QH

United Kingdom

Email: harvey.neary@essex.gov.uk

Region: UKH36 - Heart of Essex

Organisation type: Public authority - sub-central government