

13 January 2026

Dear Sir/Madam

Open Thinking Partnership – Invite to Tender for Occupational Therapy

Contract period: 21 August 2026 until 20 August 2029.

Open Thinking Partnership is a Multi Academy Trust based in Leicestershire. The Trust currently has three schools, Dorothy Goodman School, based in Hinckley, The Fusion Academy, based in Barwell, and Forest Way School, based in Coalville. The Trust has also been successful in a Free School bid to open the new 400 place Frankley Hill School near Birmingham.

Following the end of the previous contractual arrangement for Occupational Therapy provision across our Trust, we are putting to tender the provision for the next three years, starting in August 2026.

Background information on the Trust

The academies within Open Thinking Partnership are:

- Dorothy Goodman School which comprises of:
 - DGS Primary
 - DGS Secondary
 - DGS Sixth Form Centre
 - 3 satellite units of Dorothy Goodman School, these are based on mainstream academies within the area
 - Autism unit of Dorothy Goodman School (Cleveland House)
- The Fusion Academy
- Forest Way School
- Any other academy which joins the Trust during this time frame

At Dorothy Goodman School/Forest Way School the therapy expertise required is wide ranging including working with children and young people with profound and multiple needs and those with learning difficulties, sensory processing needs and autism.

At Fusion Academy the therapy expertise required is in relation to working with children and young people who have communication and interaction needs and/or autism who may have some learning differences linked to their primary area of need.

Contract Details

This procurement process is intended to appoint a contract for a three-year period. The start date will be 21 August 2026.

We are looking for therapy provision equalling **8 days per week** across OTP for **36 weeks per year** during **term time**.

Additionally, we are looking for hours equivalent to **6 days per year** for CPD for staff. This must include having availability outside term time to support staff training days and any other related activity. Please note, this includes the end of August due to start dates of Leicestershire schools.

Procurement Process

If your firm wishes to tender for this work, we would be grateful to receive an electronic copy of your proposal by **Monday 16th February 2026 at 5pm** at the latest. This should include evidence as to how you will meet the below requirements:

Requirements

The Contractor is required to provide the following services as part of the contract:

- An appropriately qualified Occupational Therapist with the appropriate legal registration.
- The Therapist will need arrangements for clinical supervision from a suitably qualified practitioner to support their work.
- The organisation or Therapist should have the appropriate policies and insurance in place:
 - Employers' liability insurance: £2 million
 - Professional insurance liability: £2 million
 - Data protection, code of conduct, and safeguarding policies.
- The therapist will be required to follow school policies in relation to engagement and interaction as well as learning, unless this is in conflict with their own policies in which case this must be declared and a meeting to discuss remedial action may occur.
- A good knowledge of the current challenges within special education.
- Experience of working in a special school or similar environment.
- Keeping up to date with recent research and codes of practice.
- Maintaining links with the Royal College Occupational Therapists and other professionals working in similar environments with young people.

Work/support arrangements required as directed by the Headteachers of the respective schools

- To provide occupational therapy provision across OTP academies to support pupils as directed by the CEO and/or School Leadership Teams to include:
 - Direct 1:1 occupational therapy
 - Small group therapy for focussed identified issues
 - Supporting staff to develop an understanding of vestibular, proprioceptive and interoceptive input when supporting our children and young people
- Facilitating a whole school approach to language and communication:
 - Devising and delivering training programmes and practical workshops for staff
 - Working collaboratively with teaching and support staff to ensure good practice is threaded throughout every day
 - Giving advice for school based staff

- Support the development of vestibular, proprioceptive and interoceptive input within the curriculum so that good practice is embedded across the curriculum and supported in long term and medium term planning
- Working collaboratively with school staff and the families of the children and young people including providing recommendations.
- Carrying out assessments and writing reports. It is anticipated that this aspect of the role will be kept to a reasonable minimum so that time within school supporting improving practice is prioritised
 - Contributions to multi disciplinary meeting e.g. annual reviews
 - Contributions to pupils progress reports where required

Through the above requirements this will result in:

- provision of high quality specialist support, enabling classroom based staff to have a greater understanding of the needs of the children and young people within each school
- partnership with the therapist to deliver bespoke, high quality, and evidence based programmes and resources to address the needs of the young people.
- improvement in pupils' engagement and learning
- pupils having the confidence to access resources, supporting improvement in engagement with learning which may have been compounded by sensory .

Potential applicants are invited to make this further by initially contacting Sean Morris on procurement@openthinkingpartnership.co.uk.

Please include in your tender documents the following information:

1. A brief overview of your organisation and how it can best provide Occupational Therapy services provided by OTP as detailed in the requirements.
2. What the key expectations that you have of OTP in respect of our responsibilities, obligations and effort required for a successful partnership.
3. In terms of business continuity, what key actions you will take to ensure continued provision of services.
4. Schedule of fees.

Terms and conditions of Tender

- It is the responsibility of contractors to obtain for themselves, at their own expense, all information necessary in preparation for the tender. Information provided by OTP (whether in this tender document or otherwise) is supplied in general guidance for the preparation of the tenders.
- Contractors must satisfy themselves by their own investigations of the accuracy of any such information and no responsibility is accepted by OTP for any inaccurate information obtained by the contractor. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of OTP
- Tenders must be submitted for the supply of all the requirements specified

- All information provided by OTP must be regarded as confidential by the contractor, except such information that may be disclosed for the purposes of obtaining a quotation necessary for the submission of a tender
- Tenderers are responsible for ensuring that no conflicts of interest between the tenderer, advisor/s or OTP. Any tenderer who fails to comply with this requirement may be excluded from the procurement process at the discretion of OTP.
- OTP shall treat all Tenderers responses as confidential during the procurement process.
- Tenderers must satisfy OTP of their ability to provide the services set out and the costs clear.
- Unless and until a formal agreement has been issued this tender, together with your written acceptance shall constitute a binding agreement

Tender Procedure

- The deadline for the submission of the tender is **Monday 16th February 2026 at 5pm**.
- Any interested party should submit a sealed bid to
procurement@openthinkingpartnership.co.uk
- OTP will not consider any requests for the extension of the deadline.
- OTP will assess all proposals against our criteria.
- Depending on the number of bids, OTP reserves the right to introduce a presentation stage following the initial scoring to aid a final decision. Details of this will be provided if needed.

Successful contractor

The successful contractor will be informed in writing, this written acceptance by OTP will form a binding agreement between OTP and the successful bidder.

A purchase order will be provided to confirm the acceptance of the successful bidder.

We look forward to hearing from you in due course.

Open Thinking Partnership