



FAQ document

London Borough of Merton

Non-Maintained and Independent Special Schools

November, 2022

Question No.	Question	Answer
1	Will existing and new placements need to be on the new <i>adam</i> Procure system?	Yes, all existing and new placements will need to be on the <i>adam</i> Procure system
2	We currently have a EHCP child. Would we need to become an accredited provider to keep this child on roll?	Yes, you would need to sign up to this <i>adam</i> Procure system for all existing Merton learners with EHCPs in your provisions
3	How do we seek confirmation of continuation of a placement?	All of placement processing (new, ending of placement or continuation) will be done on the <i>adam</i> Procure system
4	Will we have access to a copy of the Market Engagement Event recording?	Yes, a recorded link will be emailed to everyone
5	Will invoicing be done through the system?	No, this will remain the same process you already have with Merton
6	What Schools can use this system?	Non-Maintained Special Schools, Independent Special Schools, Post 16 Specialist Colleges and Independent Mainstream Schools
7	When can we onboard onto the system & complete our A&Es?	From 7 th November to 6 th January 2023
8	Will we get Consultations via email?	No, from April 2023 all Consultations will be done through the <i>adam</i> Procure system
9	Will we receive consultations if we are not on the <i>adam</i> Procure system?	From October 2022 until March 2023, you will continue to receive Consultations via email From April 2023, you will have to be on the <i>adam</i> Procure system to receive Consultations
10	How will we do Consultations and Offers on the <i>adam</i> Procure system?	<i>adam</i> colleagues will offer training sessions on how to make Offers and set up Consultations
11	Will documents be downloadable?	Yes. The necessary documents will be downloadable.

		<p>Accreditation Downloadable Documents:</p> <ul style="list-style-type: none"> - Admission Agreement - Declaration Statement - Sub-Contractor Information <p>Enrolment Downloadable Documents:</p> <ul style="list-style-type: none"> - Contract examples - Pricing schedule - Data Protection Compliance Questionnaire - Commercially Sensitive Information - Tender Declaration
12	Is this just for pupils who are in Merton? (as we have pupils from several different London Boroughs)	This system is only for Merton learners
13	When completing the Accreditation, do we need to one for each school or can we register as a company?	You complete the Accreditation as the company. Then, complete 2 Enrolments, 1 for each School
14	Is this system applicable to Un-registered Alternative Provisions?	No. This is only for: Non-Maintained Special Schools, Independent Special Schools, Independent Mainstream Schools and Post 16 Specialist Colleges
15	We are a college with a specialist arts based curriculum. How do we ensure we only receive details of learners that have an interest in arts / drama / music etc?	We will have a dedicated SEND Officer who can talk you through relevant Consultations in the system
16	I am already logged into SProc.Net, do I need another log in for <i>adam</i> Procure?	Yes, you need to go onto the <i>adam</i> Providers site, choose London Borough of Merton, click 'Get started' and then fill in the registration form, to which you will then receive login details for the <i>adam</i> Procure site
17	Will we have training sessions for the system?	Yes. Training sessions will be offered in 2023. They will cover other parts of the system that Providers will need to use and be aware of. They are usually 1 hour sessions and allow questions to be asked too