**The Department for Education Multi-Functional Device Printers Project – Supplier Event**

Date & Time: 20th September 2023 09:30 to 12:00 (Hosted via MS Teams)

The Department for Education (DfE) is responsible for children’s services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England.

We operate out of 13 offices across the UK, with a mix of DfE owned buildings in London, Sheffield, Coventry, Manchester and Darlington, hub locations shared with other government departments, and other tenanted offices.

Our priorities linked to this project are to;

* Enable the delivery of reforms and ensure that DfE lives and promotes the highest standards.
* Use modern technology, and harness data and systems to deliver outcomes efficiently. ​
* Build a flexible workforce with world-class skills and capabilities with increased diversity and social mobility.
* Make DfE a world leader in sustainability

DfE’s print service is currently managed by an external supplier and encompasses an estate of 80 MFD printers, as well as 4 high volume MFDs located across 2 print rooms in Coventry and London.

DfE has an ambition to better understand the options available to modernise our print service across our entire estate. Our need is to enable individual printing in an accessible way, as well as enable high volume printing of confidential documents on a regular basis.

As such, we would like to understand the technology available in the market for print services.

The high level requirements DfE have are as follows:

* A4 and A3 Two-Sided Printing​
* B&W, Greyscale and Colour​
* A4 and A3 Scanning​
* Job Monitoring​
* Secure Key-Card login​
* Suitable device provision for the London Sanctuary Buildings Print Room​
* Cloud-Hosted print handling solution​
* Cross-site access for all DfE staff​
* Sustainable/Recyclable toner cartridges ​
* Low carbon foot-print for paper and toner provision​
* Automated supply of paper and toner when running low​
* Short SLAs for support, repairs and replacements

Solutions should also be easy to integrate with our systems and conform to our security and data protection requirements.

DfE is hosting an Industry pre-market engagement event to give potential suppliers the opportunity to better understand our needs. In return we are looking for information on best practice and potential ways forward that better inform our emerging requirements.

This will be held on 20th September 2023 as part of an event held virtually over MS Teams.

There will be a Digital and Commercial presentation from 09:30 am where a high level overview of the requirement will be provided. Following the presentation there will be an opportunity for suppliers to ask any questions.

After the event, suppliers will be invited to complete a questionnaire to provide supporting information on a range of areas that will support DfE’s strategy in respect of print services. The supplier responses will be reviewed and where appropriate, suppliers may be invited to a 1-2-1 to explore ideas and discuss further.

Suppliers interested in attending the event should book by 09:00 on 15th September by e-mailing lindsay.sanderson@education.gov.uk with the names and e-mail addresses of up to 2 delegates from the supplier organisation who will attend the event.

Please note that due to technical capacity constraints suppliers will be limited to a maximum of 2 representatives.

Teams invitations will be sent by 14:00 on 15th September 2023.

Registration is for the Pre-Market Engagement Event only. Please note, this is NOT a Contract Notice or invitation to tender for a contract opportunity and any suppliers invited to the event will not have a privileged position in relation to any future contract opportunity. Any subsequent procurement(s) that DfE conducts will be based on the fair and objective outcome of a procurement process.

I look forward to your response.

Lindsay Sanderson

Category Manager

DfE Commercial Directorate