

# MINERVA LEARNING TRUST

Condition Survey Invitation to Tender

Reference MLT-014-CONDITION-2020

Version 2020-1

**CLOSING DATE** – 29<sup>th</sup> January 2021 4pm

Drafted – 25<sup>th</sup> November 2020

Submitted – 1<sup>st</sup> December 2020

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## BACKGROUND

The Minerva Learning Trust was established in October 2014. Our vision is to provide outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5,000 pupils. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Our aim is for all schools within the Trust to become 'Outstanding'.

The Trust ethos is one of collegiality which whole heartedly places pupils at the centre of the work we do. We are a recognised Academy Sponsor and consequently will engage with schools in difficulty giving the necessary level of support to bring about school improvement.

### **Minerva Learning Trust is looking to appoint a Condition Surveyor to:-**

- ***Carry out a condition survey of the trusts schools in line with the existing methodology for determining condition.***
- ***Produce a conditions survey report.***
- ***provide a high quality, value for money service to meet the needs of the Trust.***

Our procurement strategy stipulates the following and suppliers will be expected in the documentation to evidence supporting these values:-

- *Ensure procurement supports the education and development of our pupils*
- *Achieve value for money and economies of scale and terms that are favourable but maintain the quality standards*
- *Source locally where feasible and within the requirements*
- *Procure in a sustainable way given due consideration to the environment, social and economic factors*
- *Equality and transparency of procurement procedures*
- *Professional conduct during procurement activities should reflect the Trust's Code of conduct*

Please find enclosed in the ITT Documents the following additional information

- Specification
- Standard Supplier Selection Form (Paper or Digital)
- ITT Submission (Paper or Digital)
- Terms & Conditions Draft (Will be completed upon appointment)
- Assurance Statement
- Site Maps

## PROCESS

### **About the process**

The Tender is being conducted under the Open Procedure which means that it is a single stage process. This process is conducted in two parts:

- Part 1 – Selection Criteria. This is an evaluation of the capacity of Tenderers to meet the Trusts requirements. This includes Mandatory Requirements and Minimum Capacity Requirements.
- Part 2 – Award Criteria. This is an evaluation of the offers conducted to determine which is the most economically advantageous from the point of view of the contracting authority.

Submissions will be assessed by the evaluation team and decisions made at their discretion in accordance with the regulations.

Please read this documentation carefully before attempting to answer any questions. All parts of the ITT must be completed and supporting information and evidence must be supplied where appropriate or requested. Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, means that the Tenderer may incur a loss of points and may be disqualified from the process.

### **Part 1 Selection Criteria**

Selection criteria will cover both financial and non-financial factors and will consider:

- Tenderer Information
- Grounds for Mandatory Exclusion
- Grounds for Discretionary Exclusion
- Economic and Financial Standing
- Technical and Professional Ability
- Modern Slavery Act

### **Unsatisfactory Responses and Disqualification**

All responses will be checked to ensure that all questions have been addressed and that all documents requested have been attached. In the event that the Potential Supplier does not provide a positive response to one or more of the questions, or a detailed reason as to why a positive response cannot be given; MLT will either exclude the Potential Supplier from further participation in the tender process or, at its discretion, may seek clarification. In the case of the latter, a failure by the Potential Supplier to provide a satisfactory response within the deadline specified in the request for clarification may result in its disqualification from the tender process. When the Potential Supplier fail to provide documents where requested; MLT may either exclude the Potential Supplier from further participation in the tender process or, at its discretion, may make a further request for copies.

### Purpose

The Selection Questionnaire is a self-declaration, made by You, that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (called self-cleaning).

### Mandatory Requirements

The following Mandatory Requirements are treated on a pass or fail basis. Failure to complete these, or complete them satisfactorily, will result in disqualification; these include:

Section No	Tenderer Selection Criteria - Mandatory Requirements	Total Maximum Points Available	Total Maximum Percentage Weighting Available
1	Contract Information	Pass / Fail	Pass / Fail
2	Potential Supplier Information	For information only	For information only
3	Person if Significant Control	For information only	For Information only
4	Grounds for Mandatory Exclusion	Pass / Fail	Pass / Fail
5	Grounds for Discretionary Exclusion	Pass / Fail	Pass / Fail
6	Economic & Financial	For information only	For information only
6.1	Financial Assessments / Credit Checks	Pass / Fail	Pass / Fail
7	Technical & Professional Ability	15	100%
8	Insurances	Pass / Fail	Pass / Fail
9	Modern Slavery	Pass / Fail	Pass / Fail

### Progression to Evaluation of Award Criteria

Those Tenderers that meet the mandatory requirements of MLT in the Selection Criteria will have their responses to the Award Criteria evaluated.

### Part 2 Award Criteria

Tenderers who meet the standards of the selection criteria will then have their bid scored against the award criteria, the following criteria will be used.

Price 70%

Customer Engagement 30%

MLT will evaluate the tenders based on the MOST ECONOMICALLY ADVANTAGEOUS TENDER (MEAT). The bid with the highest weighted score will be considered the MEAT.

### PRICE EVALUATION 70%

All services will be scored in the following way

(Lowest Price Received / Price to be Evaluated) x % Weighting = Score

Eg

Service	Supplier 1	Supplier 2	Supplier 3
Service 1 (80%)	£10.00	£12.00	£9.00

Supplier 1 score is  $(£9.00/£10.00) \times 80\% = 72\%$

Supplier 2 score is  $(£9.00/£12.00) \times 80\% = 60\%$

Supplier 3 score is  $(£9.00/£9.00) \times 80\% = 80\%$

## **CUSTOMER ENGAGEMENT 30%**

Each question has been allocated a maximum points and percentage weighting. This is the following weighting for each section.

- 1) Service Delivery 10%
- 2) Technical Capability 10%
- 3) Sustainability 10%

Answers will be scored in the following way.

<b>Score</b>	<b>Criteria for awarding score</b>
0	No response, or response shows an unacceptably poor level of understanding of the requirements, or completely fails to meet the required standard.
1	Response shows an inadequate understanding of the requirements, or substantially fails to meet the required standard, or is inconsistent with other proposals in several significant respects.
2	Proposal shows a satisfactory understanding of the requirements and meets the required standard in most material respects, but falls short of achieving the required standard in several respects or is inconsistent with other proposals in at least one significant respect.
3	Proposal shows a satisfactory understanding of the requirements and is consistent with other proposals and meets the required standard in most material respects, but falls short of achieving the required standard in one material respect.
4	Proposal shows a satisfactory understanding of the requirements, and is consistent with other proposals and fully meets the required standard in all material respects.

### **Abnormally Low Tenders**

If prices offered within the Pricing Schedule appear to be abnormally low in comparison to the prices of the other Tenderers then We will seek clarification from You. You will be required to provide evidence that You can supply the services specified at the price quoted and that this price can be sustained. If you cannot provide such evidence or if the price quoted is below cost price then We will treat this as an abnormally low price and this will not be evaluated.

### **Right to Consider Alternatives**

In the event that none of the responses are deemed satisfactory, MLT reserves the right to consider alternative procurement options.

### **Evidence Required at Award**

The following evidence is required from the successful supplier, any award is subject to this information been provided, if you do not provide this information your bid will be re-evaluated which may result in the contract been awarded to another supplier

- Insurance Certificates

- Financial information if accounts can't be accessed
- Certificates to relevant awarding bodies.
- Enhanced DBS Certificate Numbers

**All enquiries relating to this Request must be forwarded in writing via email to [procurement@minervalearningtrust.co.uk](mailto:procurement@minervalearningtrust.co.uk)**

Telephone enquiries to 0114 2838438 or 07309676332

Please note that responses to any queries or clarification requests may be circulated to all Suppliers.

Minerva Learning Trust reserves the right to issue supplementary documentation at any time during the process to clarify any issue or amend any aspect of the ITT.

The trust reserves the right to cancel the process at any point. The trust is not liable for any costs resulting from any cancellation of this process nor for any other costs incurred by those quoting for this Contract.

**Tenders must reach us by 29<sup>th</sup> January 2021. Late bids will not be considered.** We reserve the right, both prior to and after the award of the contract, to inspect the validity of all information given, in order to substantiate the information detailed by a supplier.

Tenders will be assessed in strict accordance with the award criteria stated. Tenders must be valid for acceptance for a minimum of 90 days from the process closing date.

## **TIMETABLE (Subject to Change)**

Contract Notice Issued	17 <sup>th</sup> December 2020
Clarification Period Starts	17 <sup>th</sup> December 2020
Clarification Period Closes	11 <sup>th</sup> January 2021
<b>Closing Date for ITT's</b>	29 <sup>th</sup> January 2021
Notification of intention to award	4 <sup>th</sup> February 2021
Award contract	11 <sup>th</sup> February 2021
Contract start date	1st March 2021

## LINKS

Please use the following links to submit the necessary documents

### **Pre-Qualification Questionnaire**

[Online Pre-Qualification Questionnaire](#)

Or complete the PQQ enclosed in the ITT pack

### **Tender Questions**

[Condition Survey Online Submission](#)

Or complete template in the ITT pack

### **Statement of Assurance**

Available on Contract Finder

If you cannot access the documents online then please complete the documents provided in the ITT pack.

## DOCUMENTS

The following is a checklist of the documents required

Item	Online	Document
<b>Pre-Qualification Questionnaire</b>		
<b>ITT</b>		
<b>Statement of Assurance</b>		