

CONTRACT FOR PROVISION OF ELECTION SERVICES FOR THE AB ELECTIONS

THIS CONTRACT IS DATED on the later of the two dates signed by the parties

Parties

- 1) The Secretary of State for Education whose Head Office is at Sanctuary Buildings, Great Smith Street, London, SW1P 3BT acting as part of the Crown ("the Department"); and**
- 2) Print Image Network t/a UK-Engage, Company Registration No. 4009079 whose registered office is at Hallidays Group Limited, Riverside House, Kings Reach Business Park, Yew Street, Stockport, SK4 2HD ("the Contractor")**

Recitals

The Contractor has agreed to run the 2021 AB elections for the eight RSC regions on the terms and conditions set out in this Contract.

The Department's reference number for this Contract is project_5726.

1 Interpretation

1.1 In this Contract the following words shall mean:-

"the Services"	the services to be performed by the Contractor as described in Schedule 1;
"Affiliate"	in relation to a body corporate, any other entity which directly or indirectly Controls, is Controlled by, or is under direct or indirect common Control with, that body corporate from time to time;
"Central Government Body"	means a body listed in one of the following sub-categories of the Central Government classification of the Public Sector Classification Guide, as published and amended from time to time by the Office for National Statistics: (a) Government Department; (b) Non-Departmental Public Body or Assembly Sponsored Public Body (advisory, executive, or tribunal); (c) Non-Ministerial Department; or

(d) Executive Agency;

"the Contract Manager"	[REDACTED], Sanctuary Buildings, Great Smith Street, London, SW1P 3BT.
"Contract Period"	The start and end date of the contract as set out in Clause 2 subject to any extensions.
"Contractor Personnel"	all employees, agents, Contractors and contractors of the Contractor and/or of any Sub-contractor;
"the Contractors Contract Manager"	[REDACTED], Image House, 10 Acorn Business park, Heaton Lane, Stockport, SK4 1AS.
"Confidential Information"	the Department's Confidential Information and/or the Contractor's Confidential Information;
"Contracting Department"	any contracting Department as defined in Regulation 5(2) of the Public Contracts (Works, Services and Supply) (Amendment) Regulations 2000 other than the Department;
"Contractor Personnel"	all employees, agents, consultants and contractors of the Contractor and/or of any Sub-contractor;
"Contracts Finder"	the Government's publishing portal for public sector procurement opportunities.
"Control"	means that a person possesses, directly or indirectly, the power to direct or cause the direction of the management and policies of the other person (whether through the ownership of voting shares, by contract or otherwise) and "Controls" and "Controlled" shall be interpreted accordingly;
"Controller", "Processor," "Data Subject", "Personal Data", "Personal Data Breach", "Data Protection Officer"	take the meaning given in the GDPR
"Crown"	means Queen Elizabeth II and any successor
"Crown Body"	any department, office or agency of the Crown

"Data Loss Event"	any event that results, or may result, in unauthorised access to Personal Data held by the Contractor under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach.
"DPA 2018"	Data Protection Act 2018
"Data Protection Impact Assessment"	an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data.
"Data Protection Legislation"	(i) the GDPR, the LED and any applicable national implementing Laws as amended from time to time (ii) the DPA 2018 [subject to Royal Assent] to the extent that it relates to processing of personal data and privacy; (iii) all applicable Law about the processing of personal data and privacy;
"Data Subject Request"	a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.
"Department's Confidential Information"	all Personal Data and any information, however it is conveyed, that relates to the business, affairs, developments, trade secrets, know-how, personnel, and suppliers of the Department, including all IPRs, together with all information derived from any of the above, and any other information clearly designated as being confidential (whether or not it is marked "confidential") or which ought reasonably be considered to be confidential;
"Department's Intellectual Property Rights"	means all Intellectual Property Rights comprised in or necessary for or arising from the performance of the Consultancy Services
"Environmental Information Regulations"	the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government Department in relation to such regulations;
"FOIA"	the Freedom of Information Act 2000 and any subordinate legislation made under this Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant

	Government Department in relation to such legislation;
"GDPR"	the General Data Protection Regulation (Regulation (EU) 2016/679)
"Her Majesty's Government"	means the duly elected Government for the time being during the reign of Her Majesty and/or any department, committee, office, servant or officer of such Government
"Information"	has the meaning given under section 84 of the Freedom of Information Act 2000;
"Intellectual Property Rights"	means any copyright, rights in designs, database rights, domain names, trademarks, service marks, patents or any applications for any of the foregoing, know-how or similar rights or obligations (whether registerable or not) including Moral Rights as defined in Chapter IV of the Copyright, Designs and Patents Act 1988
"Joint Controllers"	Where two or more Controllers jointly determine the purposes and means of processing
"Law"	means any law, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, bye-law, enforceable right within the meaning of Section 2 of the European Communities Act 1972, regulation, order, regulatory policy, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements with which the Processor is bound to comply;
"LED"	Law Enforcement Directive (Directive (EU) 2016/680)
"Personal Data"	shall have the same meaning as set out in the Data Protection Act 1998;
"Processor Personnel"	employees, agents, consultants and contractors of the Processor and/or of any Sub-Processor engaged in the performance of its obligations under this Contract.

"Property"	means the property, other than real property, issued or made available to the Contractor by the Client in connection with the Contract.
"Protective Measures"	appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the such measures adopted by it including those set out in the Contract.
"Regulatory Bodies"	those government departments and regulatory, statutory and other entities, committees and bodies which, whether under statute, rules, regulations, codes of practice or otherwise, are entitled to regulate, investigate, or influence the matters dealt with in this Contract or any other affairs of the Department and " Regulatory Body " shall be construed accordingly.
"Request for Information"	a request for information or an apparent request under the Code of Practice on Access to Government Information, FOIA or the Environmental Information Regulations;
"SME"	means a micro, small or medium-sized enterprise defined in accordance with the European Commission Recommendation 2003/361/EC and any subsequent revisions.
"Sub-contractor"	the third party with whom the Contractor enters into a Sub-contract or its servants or agents and any third party with whom that third party enters into a Sub-contract or its servants or agents;
"Sub-processor"	any third Party appointed to process Personal Data on behalf of the Contractor related to this Contract
"VCSE"	means a non-governmental organisation that is value-driven and which principally reinvests its surpluses to further social, environmental or cultural objectives.
"Working Day"	any day other than a Saturday, Sunday or public holiday in England and Wales.

- 1.2** References to “Contract” mean this contract (and include the Schedules). References to “Clauses” and “Schedules” mean clauses of and schedules to this Contract. The provisions of the Schedules shall be binding on the parties as if set out in full in this Contract.
- 1.3** Reference to the singular include the plural and vice versa and references to any gender include both genders and the neuter. References to a person include any individual, firm, unincorporated association or body corporate.

2 Commencement and Continuation

The Contractor shall commence the Services on 15/09/21 and, subject to Clause 10.1 shall complete the Services on or before 24/01/22.

The contract may be extended for up to 3 months at DfE’s sole discretion, in unforeseen circumstances.

3 Contractor's Obligations

- 3.1** The Contractor shall promptly and efficiently complete the Services in accordance with the provisions set out in Schedule 1.
- 3.2** The Contractor shall comply with the accounting and information provisions of Schedule 2.
- 3.3** The Contractor shall comply with all statutory provisions including all prior and subsequent enactments, amendments and substitutions relating to that provision and to any regulations made under it.

4 Departments Obligations

The Department will comply with the payment provisions of Schedule 2 provided that the Department has received full and accurate information and documentation as required by Schedule 2 to be submitted by the Contractor for work completed to the satisfaction of the Department.

5 Changes to the Department's Requirements

- 5.1** The Department shall notify the Contractor of any material change to the Department's requirement under this Contract.
- 5.2** The Contractor shall use its best endeavours to accommodate any changes to the needs and requirements of the Department provided that it shall be entitled to payment for any additional costs it incurs as a result of any such changes. The amount of such additional costs to be agreed between the parties in writing.

6 Management

- 6.1 The Contractor shall promptly comply with all reasonable requests or directions of the Contract Manager in respect of the Services.
- 6.2 The Contractor shall address any enquiries about procedural or contractual matters in writing to the Contract Manager. Any correspondence relating to this Contract shall quote the reference number set out in the Recitals to this Contract.

7 Contractor's Employees and Sub-Contractors

- 7.1 Where the Contractor enters into a contract with a supplier or contractor for the purpose of performing its obligations under the Contract (the “**Sub-contractor**”) it shall ensure prompt payment in accordance with this clause 7.1. Unless otherwise agreed by the Department in writing, the Contractor shall ensure that any contract requiring payment to a Sub-contractor shall provide for undisputed sums due to the Sub-contractor to be made within a specified period from the receipt of a valid invoice not exceeding:

7.1.1 10 days, where the Sub-contractor is an SME; or

7.1.2 30 days either, where the sub-contractor is not an SME, or both the Contractor and the Sub-contractor are SMEs,

The Contractor shall comply with such terms and shall provide, at the Department's request, sufficient evidence to demonstrate compliance.

- 7.2 The Department shall be entitled to withhold payment due under clause 7.1 for so long as the Contractor, in the Department's reasonable opinion, has failed to comply with its obligations to pay any Sub-contractors promptly in accordance with clause 7.1. For the avoidance of doubt the Department shall not be liable to pay any interest or penalty in withholding such payment.
- 7.3 The Contractor shall take all reasonable steps to satisfy itself that its employees or sub-contractors (or their employees) are suitable in all respects to perform the Services.
- 7.4 The Contractor shall give to the Department if so requested a list of all persons who are or may be at any time directly concerned with the performance of this Contract specifying the capacity in which they are concerned with the provision of the Services and giving such other particulars as the Department may reasonably require.
- 7.5 If the Department notifies the Contractor that it considers that an employee or sub-contractor is not appropriately qualified or trained to provide the Services or otherwise is not providing the Services in accordance with this Contract, then the Contractor shall, as soon as is reasonably practicable, take all such steps as the Department considers necessary to remedy the situation or, if so required by the Department, shall remove the said employee or sub-contractor from providing the Services and shall provide a suitable replacement (at no cost to the Department).

- 7.6 The Contractor shall take all reasonable steps to avoid changes of employees or sub-contractors assigned to and accepted to provide the Services under the Contract except whenever changes are unavoidable or of a temporary nature. The Contractor shall give at least one month's written notice to the Contract Manager of proposals to change key employees or sub-contractors.
- 7.7 The Contractor shall immediately notify the Department if they have any concerns regarding the propriety of any of its sub-contractors in respect of work/services rendered in connection with this Contract.
- 7.8 The Contractor, its employees and sub-contractors (or their employees), whilst on Departmental premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time.
- 7.9 The Contractor shall ensure the security of all the Property whilst in its possession, during the supply of the Services, in accordance with the Department's reasonable security requirements as required from time to time.

8 Intellectual Property Rights

- 8.1 It is acknowledged and agreed between the parties that all existing or future Department's Intellectual Property Rights shall vest in the Crown absolutely.
- 8.2 Any Intellectual Property Rights of the Contractor which are in existence at the date of this Contract and which are comprised in or necessary for or arising from the performance of the Consultancy Services owned by the Contractor ("**Background Intellectual Property**") shall remain in the ownership of the Contractor but in consideration of the fees payable pursuant to this Contract, the Contractor hereby grants to the Department in respect of such Background Intellectual Property an irrevocable, non-exclusive, royalty-free, perpetual licence with rights to grant sub-licences.
- 8.3 The Contractor agrees that at the request and cost of the Department it will and procure that its officers, employees and agents will at all times do all such reasonable acts and execute all such documents as may be reasonably necessary or desirable to ensure that the Department receives the full benefit of all of its rights under this Contract in respect of the Department's Intellectual Property Rights or to assist in the resolution of any question concerning the Intellectual Property Rights.
- 8.4 The Contractor hereby waives any Moral Rights as defined at Chapter IV of the Copyright, Designs and Patents Act 1988.
- 8.5 The Contractor warrants:
- 8.5.1 that the Department's Intellectual Property Rights comprise the original work of and were created by or on behalf of the Contractor;
- 8.5.2 that the Department's Intellectual Property Rights have not and will not be copied wholly or in part from any other work or material;

8.5.3 That the use of or exercise by the Department of the Department's Intellectual Property Rights and the Background Intellectual Property will not infringe the rights of any third party;

8.5.4 that the Contractor has not granted or assigned any rights of any nature in the Department's Intellectual Property Rights to any third party.

8.6 The Contractor shall ensure that any copyright materials produced by or on behalf of the Contractor shall be marked with the following copyright notice " © Crown Copyright 2021".

9 Warranty and Indemnity

9.1 The Contractor warrants to the Department that the obligations of the Contractor under this Contract will be performed by appropriately qualified and trained personnel with reasonable skill, care and diligence and to such high standards of quality as it is reasonable for the Department to expect in all the circumstances. The Department will be relying upon the Contractor's skill, expertise and experience in the performance of the Services and also upon the accuracy of all representations or statements made and the advice given by the Contractor in connection with the performance of the Services and the accuracy of any documents conceived, originated, made or developed by the Contractor as part of this Contract. The Contractor warrants that any goods supplied by the Contractor forming a part of the Services will be of satisfactory quality and fit for their purpose and will be free from defects in design, material and workmanship.

9.2 Without prejudice to any other remedy, if any part of the Services is not performed in accordance with this Contract then the Department shall be entitled, where appropriate to:

9.2.1 require the Contractor promptly to re-perform or replace the relevant part of the Services without additional charge to the Department; or

9.2.2 assess the cost of remedying the failure ("the assessed cost") and to deduct from any sums due to the Contractor the Assessed Cost for the period that such failure continues.

9.3 The Contractor shall be liable for and shall indemnify the Department in full against any expense, liability, loss, claim or proceedings arising under statute or at common law in respect of personal injury to or death of any person whomsoever or loss of or damage to property whether belonging to the Department or otherwise arising out of or in the course of or caused by the provision of the Services.

9.4 The Contractor shall be liable for and shall indemnify the Department against any expense, liability, loss, claim or proceedings arising as a result of or in connection with any breach of the terms of this Contract or otherwise through the default of the Contractor

- 9.5** All property of the Contractor whilst on the Department's premises shall be there at the risk of the Contractor and the Department shall accept no liability for any loss or damage howsoever occurring to it.
- 9.6** The Contractor shall ensure that it has adequate insurance cover with an insurer of good repute to cover claims under this Contract or any other claims or demands which may be brought or made against it by any person suffering any injury damage or loss in connection with this Contract. The Contractor shall upon request produce to the Department, its policy or policies of insurance, together with the receipt for the payment of the last premium in respect of each policy or produce documentary evidence that the policy or policies are properly maintained.

10 Termination

- 10.1** This Contract may be terminated by either party giving to the other party at least 30 days notice in writing.
- 10.2** In the event of any breach of this Contract by either party, the other party may serve a notice on the party in breach requiring the breach to be remedied within a period specified in the notice which shall be reasonable in all the circumstances. If the breach has not been remedied by the expiry of the specified period, the party not in breach may terminate this Contract with immediate effect by notice in writing.
- 10.3** In the event of a material breach of this Contract by either party, the other party may terminate this Contract with immediate effect by notice in writing.
- 10.4** This Contract may be terminated by the Department with immediate effect by notice in writing if at any time:-
- 10.4.1** the Contractor passes a resolution that it be wound-up or that an application be made for an administration order or the Contractor applies to enter into a voluntary arrangement with its creditors; or
- 10.4.2** a receiver, liquidator, administrator, supervisor or administrative receiver be appointed in respect of the Contractor's property, assets or any part thereof; or
- 10.4.3** the court orders that the Contractor be wound-up or a receiver of all or any part of the Contractor's assets be appointed; or
- 10.4.4** the Contractor is unable to pay its debts in accordance with Section 123 of the Insolvency Act 1986.
- 10.4.5** there is a change in the legal or beneficial ownership of 50% or more of the Contractor's share capital issued at the date of this Contract or there is a change in the control of the Contractor, unless the Contractor has previously notified the Department in writing. For the purpose of this Sub-Clause 10.4.5 "control" means the power of a person to secure that the affairs of the Contractor are conducted in accordance with the wishes of

that person by means of the holding of shares or the possession of voting power.

10.4.6 the Contractor is convicted (or being a company, any officers or representatives of the Contractor are convicted) of a criminal offence related to the business or professional conduct

10.4.7 the Contractor commits (or being a company, any officers or representatives of the Contractor commit) an act of grave misconduct in the course of the business;

10.4.8 the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil its obligations relating to the payment of Social Security contributions;

10.4.9 the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to fulfil its obligations relating to payment of taxes;

10.4.10 the Contractor fails (or being a company, any officers or representatives of the Contractor fail) to disclose any serious misrepresentation in supplying information required by the Department in or pursuant to this Contract.

10.5 Nothing in this Clause 10 shall affect the coming into, or continuance in force of any provision of this Contract which is expressly or by implication intended to come into force or continue in force upon termination of this Contract.

11 Status of Contractor

11.1 In carrying out its obligations under this Contract the Contractor agrees that it will be acting as principal and not as the agent of the Department.

11.2 The Contractor shall not say or do anything that may lead any other person to believe that the Contractor is acting as the agent of the Department.

12 Confidentiality

12.1 Except to the extent set out in this clause or where disclosure is expressly permitted elsewhere in this Contract, each party shall:

12.1.1 treat the other party's Confidential Information as confidential and safeguard it accordingly; and

12.1.2 not disclose the other party's Confidential Information to any other person without the owner's prior written consent.

12.2 Clause 12 shall not apply to the extent that:

12.2.1 such disclosure is a requirement of Law placed upon the party making the disclosure, including any requirements for disclosure under the FOIA,

Code of Practice on Access to Government Information or the Environmental Information Regulations pursuant to Clause 13 (Freedom of Information);

12.2.2 such information was in the possession of the party making the disclosure without obligation of confidentiality prior to its disclosure by the information owner;

12.2.3 such information was obtained from a third party without obligation of confidentiality;

12.2.4 such information was already in the public domain at the time of disclosure otherwise than by a breach of this Contract; or

12.2.5 it is independently developed without access to the other party's Confidential Information.

12.3 The Contractor may only disclose the Department's Confidential Information to the Contractor Personnel who are directly involved in the provision of the Project and who need to know the information, and shall ensure that such Contractor Personnel are aware of and shall comply with these obligations as to confidentiality.

12.4 The Contractor shall not, and shall procure that the Contractor Personnel do not, use any of the Department's Confidential Information received otherwise than for the purposes of this Contract.

12.5 The Contractor shall ensure that their employees, servants or such professional advisors or consultants are aware of the Contractor's obligations under this Contract.

12.6 Nothing in this Contract shall prevent the Department from disclosing the Contractor's Confidential Information:

12.6.1 on a confidential basis to any Central Government Body for any proper purpose of the Department or of the relevant Central Government Body;

12.6.2 to Parliament and Parliamentary Committees or if required by any Parliamentary reporting requirement

12.6.3 to the extent that the Department (acting reasonably) deems disclosure necessary or appropriate in the course of carrying out its public functions;

12.6.4 on a confidential basis to a professional adviser, consultant, supplier or other person engaged by any of the entities described in Clause 12.6.1 (including any benchmarking organisation) for any purpose relating to or connected with this Contract;

12.6.5 on a confidential basis for the purpose of the exercise of its rights under this Contract, including audit rights, step-in rights and exit management rights; or

12.6.6 on a confidential basis to a proposed successor body in connection with any assignment, novation or disposal of any of its rights, obligations or liabilities under this Contract.

- 12.7** The Department shall use all reasonable endeavours to ensure that any Central Government Body, Contracting Department, employee, third party or Sub-contractor to whom the Contractor's Confidential Information is disclosed pursuant to clause 12 is made aware of the Department's obligations of confidentiality.
- 12.8** Nothing in this clause 12 shall prevent either party from using any techniques, ideas or know-how gained during the performance of the Contract in the course of its normal business to the extent that this use does not result in a disclosure of the other party's Confidential Information or an infringement of Intellectual Property Rights.
- 12.9** The parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Contract is not Confidential Information. The Department shall be responsible for determining in its absolute discretion whether any of the content of the Contract is exempt from disclosure in accordance with the provisions of the FOIA.
- 12.10** Subject to Clause 12.9, the Contractor hereby gives its consent for the Department to publish the Contract in its entirety, including from time to time agreed changes to the Contract, to the general public.
- 12.11** The Department may consult with the Contractor to inform its decision regarding any redactions, but the Department shall have the final decision in its absolute discretion.
- 12.12** The Contractor shall assist and cooperate with the Department to enable the Department to publish this Contract.

13 Freedom of Information

- 13.1** The Contractor acknowledges that the Department is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Department to enable the Department to comply with its information disclosure obligations.
- 13.2** The Contractor shall and shall procure that its Sub-contractors shall:
- 13.2.1 transfer to the Department all Requests for Information that it receives as soon as practicable and in any event within two Working Days of receiving a Request for Information;
- 13.2.2 provide the Department with a copy of all Information in its possession, or power in the form that the Department requires within five Working Days (or such other period as the Department may specify) of the Department's

request; and

13.2.3 provide all necessary assistance as reasonably requested by the Department to enable the Department to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations.

13.3 The Department shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Contract or any other agreement whether any Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

13.4 In no event shall the Contractor respond directly to a Request for Information unless expressly authorised to do so by the Department.

13.5 The Contractor acknowledges that (notwithstanding the provisions of Clause 13) the Department may, acting in accordance with the Ministry of Justice's Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 ("**the Code**"), be obliged under the FOIA, or the Environmental Information Regulations to disclose information concerning the Contractor or the Project:

13.5.1 in certain circumstances without consulting the Contractor; or

13.5.2 following consultation with the Contractor and having taken their views into account;

provided always that where 13.5.1 applies the Department shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Contractor advanced notice, or failing that, to draw the disclosure to the Contractor's attention after any such disclosure.

13.6 The Contractor shall ensure that all Information is retained for disclosure and shall permit the Department to inspect such records as requested from time to time.

14 Access and Information

The Contractor shall provide access at all reasonable times to the Department's internal auditors or other duly authorised staff or agents to inspect such documents as the Department considers necessary in connection with this Contract and where appropriate speak to the Contractors employees.

15 Transfer of Responsibility on Expiry or Termination

15.1 The Contractor shall, at no cost to the Department, promptly provide such assistance and comply with such timetable as the Department may reasonably require for the purpose of ensuring an orderly transfer of responsibility upon the expiry or other termination of this Contract. The Department shall be entitled to require the provision of such assistance both prior to and, for a reasonable period of time after the expiry or other termination of this Contract.

15.2 Such assistance may include (without limitation) the delivery of documents and data in the possession or control of the Contractor which relate to this Contract, including the documents and data, if any, referred to in the Schedule.

15.3 The Contractor undertakes that it shall not knowingly do or omit to do anything which may adversely affect the ability of the Department to ensure an orderly transfer of responsibility.

16 Tax Indemnity

16.1 Where the Contractor is liable to be taxed in the UK in respect of consideration received under this contract, it shall at all times comply with the Income Tax (Earnings and Pensions) Act 2003 (ITEPA) and all other statutes and regulations relating to income tax in respect of that consideration. Where the Department has deemed the Contractor to be an Off-Payroll Contractor as defined by Her Majesty's Revenue and Customs the Department reserves the right to calculate Income Tax and pay it to HMRC. The amounts will be deducted from the Contractor's fee for the work provided.

16.2 Where the Contractor is liable to National Insurance Contributions (NICs) in respect of consideration received under this contract, it shall at all times comply with the Social Security Contributions and Benefits Act 1992 (SSCBA) and all other statutes and regulations relating to NICs in respect of that consideration. Where the Department has deemed the Contractor to be an Off-Payroll Contractor as defined by Her Majesty's Revenue and Customs the Department reserves the right to calculate primary (employee) National Insurance contributions (NICs) and pay them to HMRC. The amounts will be deducted from the Contractor's fee for the work provided.

16.3 The Department may, at any time during the term of this contract, ask the Contractor to provide information which demonstrates how the Contractor complies with Clauses 16.1 and 16.2 above or why those Clauses do not apply to it.

16.4 A request under Clause 16.3 above may specify the information which the Contractor must provide and the period within which that information must be provided.

16.5 The Department may terminate this contract if-

(a) in the case of a request mentioned in Clause 16.3 above if the Contractor:

i) fails to provide information in response to the request within a reasonable time,

or

(ii) provides information which is inadequate to demonstrate either how the Contractor complies with Clauses 16.1 and 16.2 above or why those Clauses do not apply to it;

(b) in the case of a request mentioned in Clause 16.4 above, the Contractor fails to provide the specified information within the specified period, or

- (c) it receives information which demonstrates that, at any time when Clauses 16.1 and 16.2 apply, the Contractor is not complying with those Clauses.
- 16.6** The Department may supply any information which it receives under Clause 16.3 to the Commissioners of Her Majesty's Revenue and Customs for the purpose of the collection and management of revenue for which they are responsible.
- 16.7** The Contractor warrants and represents to the Department that it is an independent contractor and, as such, bears sole responsibility for the payment of tax and national insurance contributions which may be found due from it in relation to any payments or arrangements made under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.8** The Contractor will account to the appropriate authorities for any income tax, national insurance, VAT and all other taxes, liabilities, charges and duties relating to any payments made to the Contractor under this Contract or in relation to any payments made by the Contractor to its officers or employees in connection with this Contract.
- 16.9** The Contractor shall indemnify Department against any liability, assessment or claim made by the HM Revenue and Customs or any other relevant authority arising out of the performance by the parties of their obligations under this Contract (other than in respect of employer's secondary national insurance contributions) and any costs, expenses, penalty fine or interest incurred or payable by Department in connection with any such assessment or claim.
- 16.10** The Contractor authorises the Department to provide the HM Revenue and Customs and all other departments or agencies of the Government with any information which they may request as to fees and/or expenses paid or due to be paid under this Contract whether or not Department is obliged as a matter of law to comply with such request.

17 Data Protection

- 17.1** The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor unless otherwise specified in Schedule 3a. The only processing that the Processor is authorised to do is listed in Schedule 3a by the Controller and may not be determined by the Processor
- 17.2** The Processor shall notify the Controller immediately if it considers that any of the Controller's instructions infringe the Data Protection Legislation.
- 17.3** The Processor shall provide all reasonable assistance to the Controller in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Controller, include:

- (a) a systematic description of the envisaged processing operations and the purpose of the processing;
- (b) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
- (c) an assessment of the risks to the rights and freedoms of Data Subjects; and
- (d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

17.4 The Processor shall, in relation to any Personal Data processed in connection with its obligations under this Contract:

- (a) process that Personal Data only in accordance with Schedule 3a , unless the Processor is required to do otherwise by Law. If it is so required the Processor shall promptly notify the Controller before processing the Personal Data unless prohibited by Law;
- (b) ensure that it has in place Protective Measures, which are appropriate to protect against a Data Loss Event, which the Controller may reasonably reject (but failure to reject shall not amount to approval by the Controller of the adequacy of the Protective Measures), having taken account of the:
 - (i) nature of the data to be protected;
 - (ii) harm that might result from a Data Loss Event;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
- (c) ensure that:
 - (i) the Processor Personnel do not process Personal Data except in accordance with this Contract (and in particular Schedule 3a);
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Processor Personnel who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Processor's duties under this clause;
 - (B) are subject to appropriate confidentiality undertakings with the Processor or any Sub-processor;
 - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third Party unless directed in writing to do so by the Controller or as otherwise permitted by this Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data; and
- (d) not transfer Personal Data outside of the EU unless the prior written consent of the Controller has been obtained and the following conditions are fulfilled:

- (i) the Controller or the Processor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the Controller;
 - (ii) the Data Subject has enforceable rights and effective legal remedies;
 - (iii) the Processor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Controller in meeting its obligations); and
 - (iv) the Processor complies with any reasonable instructions notified to it in advance by the Controller with respect to the processing of the Personal Data;
- (e) at the written direction of the Controller, delete or return Personal Data (and any copies of it) to the Controller on termination of the Contract unless the Processor is required by Law to retain the Personal Data.

17.5 Subject to clause 17.6, the Processor shall notify the Controller immediately if it:

- (a) receives a Data Subject Request (or purported Data Subject Request);
- (b) receives a request to rectify, block or erase any Personal Data;
- (c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- (d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Contract;
- (e) receives a request from any third Party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
- (f) becomes aware of a Data Loss Event.

17.6 The Processor's obligation to notify under clause 17.5 shall include the provision of further information to the Controller in phases, as details become available.

17.7 Taking into account the nature of the processing, the Processor shall provide the Controller with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under clause 17.5 (and insofar as possible within the timescales reasonably required by the Controller) including by promptly providing:

- (a) the Controller with full details and copies of the complaint, communication or request;
- (b) such assistance as is reasonably requested by the Controller to enable the Controller to comply with a Data Subject Request within the relevant timescales set out in the Data Protection Legislation;
- (c) the Controller, at its request, with any Personal Data it holds in relation to a Data Subject;
- (d) assistance as requested by the Controller following any Data Loss Event;
- (e) assistance as requested by the Controller with respect to any request from the Information Commissioner's Office, or any consultation by the Controller with the Information Commissioner's Office.

- 17.8** The Processor shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Processor employs fewer than 250 staff, unless:
- (a) the Controller determines that the processing is not occasional;
 - (b) the Controller determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
 - (c) the Controller determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
- 17.9** The Processor shall allow for audits of its Data Processing activity by the Controller or the Controller's designated auditor.
- 17.10** Each Party shall designate its own data protection officer if required by the Data Protection Legislation.
- 17.11** Before allowing any Sub-processor to process any Personal Data related to this Contract, the Processor must:
- (a) notify the Controller in writing of the intended Sub-processor and processing;
 - (b) obtain the written consent of the Controller;
 - (c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause 17 such that they apply to the Sub-processor; and
 - (d) provide the Controller with such information regarding the Sub-processor as the Controller may reasonably require.
- 17.12** The Processor shall remain fully liable for all acts or omissions of any Sub-processor.
- 17.13** The Controller may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Contract).
- 17.14** The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Controller may on not less than 30 Working Days' notice to the Processor amend this Contract to ensure that it complies with any guidance issued by the Information Commissioner's Office.

18 Amendment and variation

No amendment or variation to this Contract shall be effective unless it is in writing and signed by or on behalf of each of the parties hereto. The Contractor shall comply with any formal procedures for amending or varying contracts which the Department may have in place from time to time.

19 Assignment and Sub-contracting

The benefit and burden of this Contract may not be assigned or sub-contracted in whole or in part by the Contractor without the prior written consent of the Department. Such consent may be given subject to any conditions which the Department considers necessary. The Department may withdraw its consent to any sub-contractor where it no longer has reasonable grounds to approve of the sub-contractor or the sub-contracting arrangement and where these grounds have been presented in writing to the Contractor.

20 The Contract (Rights of Third Parties) Act 1999

This Contract is not intended to create any benefit, claim or rights of any kind whatsoever enforceable by any person not a party to the Contract.

21 Waiver

No delay by or omission by either Party in exercising any right, power, privilege or remedy under this Contract shall operate to impair such right, power, privilege or remedy or be construed as a waiver thereof. Any single or partial exercise of any such right, power, privilege or remedy shall not preclude any other or further exercise thereof or the exercise of any other right, power, privilege or remedy.

22 Notices

22.1 Any notice, demand or communication in connection with the Contract shall be in writing and may be delivered by hand, pre-paid first class post or (where being sent to an address in a different country to where posted) airmail, or e-mail, addressed to the recipient at its registered office or its address (or such other address, or e-mail address as may be notified in writing from time to time).

22.2 The notice, demand or communication shall be deemed to have been duly served:

22.2.1 if delivered by hand, when left at the proper address for service;

22.2.2 if given or made by prepaid first-class post 48 hours after being posted or in the case of airmail 14 days after being posted;

22.2.3 if made by e-mail, at the time of transmission, dispatched as a pdf attachment to an e-mail to the correct e-mail address without any error message or, in the case of transmission by e-mail where the time of transmission is not between 9.00 am and 5.00 pm, service shall be deemed to occur at 9.00 am on the next following Business Day (such times being local time at the address of the recipient).

23 Dispute resolution

23.1 The Parties shall use all reasonable endeavours to negotiate in good faith and settle amicably any dispute that arises during the continuance of this Contract.

23.2 Any dispute not capable of resolution by the parties in accordance with the terms of Clause 23 shall be settled as far as possible by mediation in accordance with the Centre for Dispute Resolution (CEDR) Model Mediation Procedure.

23.3 No party may commence any court proceedings/arbitration in relation to any dispute arising out of this Contract until they have attempted to settle it by mediation, but any such mediation may be terminated by either party at any time of such party wishing to commence court proceedings/arbitration.

24 Discrimination

24.1 The Contractor shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation or otherwise) in employment.

24.2 The Contractor shall take all reasonable steps to secure the observance of Clause 24.1 by all servants, employees or agents of the Contractor and all suppliers and sub-contractors employed in the execution of the Contract.

25 Law and Jurisdiction

This Contract shall be governed by and interpreted in accordance with English Law and the parties submit to the jurisdiction of the English courts.

26 Mobilisation Meeting

Once the contract is signed, DfE will arrange a mobilisation meeting, where we will discuss the detail in schedule 1 and any issues arising.

As witness the hands of the parties

Authorised to sign for and on behalf of the Secretary of State for Education



Signature

Name in CAPITALS

[REDACTED]

Position in Organisation

Operational Policy & Practice Unit

Address in full

**Head Office, Sanctuary Buildings, Great Smith
Street, London, SW1P 3BT**

Date

Authorised to sign for and on behalf of Print Image Network t/a UK-Engage

Signature

[REDACTED]

Name in CAPITALS

[REDACTED]

Position in Organisation

General Manager

Address in full

**Head Office is at Hallidays Group
Limited, Riverside House, Kings
Reach Business Park, Yew Street,
Stockport, SK4 2HD**

Date

Schedule 1 Specification of Requirements

SPECIFICATION

1 Introduction/Background

The government wants outstanding education leaders to continue to have a role advising Regional Schools Commissioners (RSCs) on the decisions they take on behalf of the Secretary of State.

The strategic goals of the department are to drive economic recovery, improve educational standards across our country, give children the best start in life and level up opportunity for all. This is in line with the Secretary of State's vision for the school system, which he recently set out in his speech to the Confederation of Schools Trusts in April 2021. The Secretary of State made it clear that his vision is for all schools to be part of a strong multi-academy trust where they will benefit from economies of scale and better educational support when it is required. This policy drive is therefore likely to increase the volume of RSC decision making, and consequently the importance of robust AB advice and challenge to RSCs.

The proposition

- There are eight Regional Schools Commissioners (RSCs), who are currently advised by a board of around six to eight headteachers of outstanding academies or experienced educational leaders, four of whom will be elected to the position by their peers. These elections will for the first time be permitting trust CEOs that have at least 3-years' experience of being a trust CEO before the date on which nominations open. Once elected, AB members are expected to dedicate around half a day to one day a week to influence, challenge and support the work of RSCs. The aim is for the next cohort of elected AB members to be in post from as early as January 2022 when the elections will end.
- Other AB members – in addition to those elected members, may also be co-opted or appointed AB members, providing a balance to AB membership by filling any skills gaps that might exist on individual ABs.
- RSCs, advised and challenged by their ABs, are the ones who take decisions on behalf of the Secretary of State within a national framework. Accountability will, however, continue to remain with the Secretary of State.

The system must be robust, well-supported and deliver sufficient expertise to advise and challenge RSCs on their decisions. The way ABs are formed, through elections, appointments and co-options, must demonstrate integrity, transparency and assurance.

2 Purpose

We wish to employ an elections contractor to run the 2021 AB elections for the eight RSC regions. An independent tenderer running the elections will provide greater confidence that the elections process is professional, transparent and impartial. It will also ensure the elections are effectively run, have clear processes and results, and give the sector confidence in the system.

The contract is to conduct the 2021 AB elections on behalf of the department by:

- Creating and testing a bespoke 2021 AB election website to the timescales of the department as set out in the table below. Swift mobilisation will be

necessary,

- Effectively managing the 2021 AB election website,
- Issuing the notice of elections,
- Delivering and co-ordinating the nomination process against criteria set out by the department and including, printing and issuing elections pamphlets and nomination packs and, collating candidate election statements,
- Conducting initial candidate eligibility checks to the timescales of the department as set out in table below, i.e. whether they are or were within the past four years, an Ofsted-rated outstanding academy headteacher from publicly available information signposted by the department (this takes into account the relatively low number of Ofsted ratings in 2020 and 2021), or whether they have at least 3-years' experience of being a trust CEO before the date on which nominations open.
- Publishing a statement of nominations including statements submitted by candidates,
- Issuing a notice of polls opening,
- Designing the ballot papers and issuing voting packs (both electronic and paper),
- Collating the votes both postal and electronic and ensuring there are no duplicate votes,
- Actively working towards the department's target of achieving a minimum, participation rate of 60% voter turnout,
- Analysing the election results,
- Publishing the election results on instructions of the department,
- Managing all related communications as per the instruction of the department,
- Producing a lesson's learnt report at the end of the contract period. The report must provide a breakdown of how many votes were cast overall, how many were electronic, how many were by post and how many were both; and
- Undertaking any other activities the department deems necessary/reasonable for the successful delivery of the 2021 AB elections process.

Outline timetable

The key milestones and planned dates for the elections are provisionally as follows. We do understand that, in general terms, an elections process will take around 20 weeks. We aim to be able to announce the election results by the end of January 2022, but this could be deferred by a few weeks at the discretion of the department.

Election Event	Headteacher Board elections
Election website tested and go live	By w/c 13/09/21
Open nominations	w/c 20/09/21
Close nominations	w/c 04/10/21
Initial eligibility checks conducted by the contractor	By w/c 11/10/21
Publish list of nominees and their statements	w/c 25/10/21
Notice of poll opening period	w/c 25/10/21
Polls open	w/c 08/11/21

Polls close	By w/c 29/11/21
Count votes	By w/c 06/12/22
Due diligence checks conducted by ESFA and regional colleagues on candidates with most votes	By w/c 13/12/22
Public announcement of voting results by election company and the department	By w/c 24/01/22

Election Rules

There are just over 9,600 open academies, whose headteachers will be eligible to vote for four candidates to sit on the AB in their region. We have set some rules to govern who can vote, who can be voted for, and what the make-up of the four successfully elected candidates should look like:

Electorate -

- The electorate will be made up of all heads of open academies in the region (one vote per academy). The academy must be open on the day the elections start.
- New academies become eligible to vote provided they have opened before the date the election started. Academies open on the 1st of each month.

Nominations -

- Those able to stand for election will include heads of outstanding or good with outstanding leadership and management academies, and ex-heads with recent experience of managing outstanding academies (within the four years prior to the date on which nominations open. This four-year period takes into consideration the relatively low number of Ofsted inspections undertaken in 2020 and 2021).
- Trust CEOs that have at least 3-years' trust-level CEO experience before the date on which nominations open.
- Newly appointed heads that have just joined an outstanding academy will be eligible to stand for election provided they joined before the date the nomination period commences.

Election outcomes –

- The elections process must deliver at least one primary headteacher and at least

one secondary headteacher, on each AB. There must also not be more than one person per academy trust on each board. Once the successful primary headteacher and the successful secondary headteacher have been selected, the remaining seats will be filled by those who receive the next highest number of votes (unless they are from the same trust as someone already selected, in which case the person with the next highest number of votes should be selected).

3 Management Information

It is crucial that the department has enough up-to-date intelligence throughout the contract period in order to ensure the overall process is running effectively. Between nominations opening and voting results being collated, the bidder will provide a reactive service as required by the department. It is critical that election results are only announced when the department gives the go ahead for this to happen. It is therefore important to keep the department informed of progress, and as a minimum, via weekly email/telekit updates.

4 Security of Data

Include a security plan that explains how you will ensure that personal data will be protected in accordance with the ITT specifications.

5 Costs

5.1 Please give a detailed breakdown of costs on the financial model provided in Schedule 2.

5.2 Payments will be made by BACS transfer following receipt of a valid invoice.

5.3 The tenderer should provide details of the overall contract price including any discounts for prompt payment.

Schedule 2 Accounting Arrangements

1. The DfE shall pay the Contractor the Charges in accordance with the Contract, subject to successful delivery of the Services.
2. The Charges are inclusive of all expenses incurred by the Contractor in relation to its provision of the Services and unless agreed otherwise between the Contractor and the DfE, the Contractor shall not be entitled to claim any expenses in addition to the Charges.
3. Indexation shall not apply to the Charges.
4. The Contractor shall be entitled to invoice the Charges following acceptance by the DfE of satisfactory completion of the Services.
5. At any time during the Contract Period (including, for the avoidance of doubt, at any time before and/or after payment by the DfE to the Contractor) DfE shall be entitled to validate any claim for payment made by the Contractor. At all times the Contractor shall provide all necessary assistance as requested by the DfE (including without limitation, procuring the consent of participants) to enable DfE to validate any claim for payment made by the Contractor.

Charges on Customers

6. The Contractor nor its agents or sub-contractors, shall levy any charge on participants in respect of the Services express as expressly permitted (at its sole discretion) in advance and in writing by the DfE.

Additional Costs

7. Subject to the provisions of this Contract (including without limitation this schedule, the fees are fixed and unless otherwise agreed in accordance with paragraph 19 of this schedule any additional or unforeseen costs incurred by the Contractor in delivering the Services shall be borne solely by the Contractor.

Interruption of Service

8. If there is at any time and interruption in the delivery of the Services as a result of a Default on the part of the Contractor, DfE shall not be liable for payment of any Fees which relate to such period of interruption caused by the Default by the Contractor.

Final Claims

9. Provided all previous claims have been paid (and subject to the provisions of this Contract and any antecedent breach), DfE shall have no further liability to make payment of any kind to the Contractor once the final claims have been paid.

Recovery of Sums Due

10. Whenever under the contract any sum of money is recoverable from or payable by the Contractor (including any sum which the Contractor is liable to pay to DfE in respect of any breach of the Contract), DfE may unilaterally deduct the sum from any sum due, or which at any later time may become any other agreement or contract with DfE or the Crown.
11. Any overpayment by either Party, whether the fees or of VAT or otherwise shall be the sum of money recoverable by the Party who made the overpayment from the Party in receipt of the overpayment.
12. The Contractor shall make any payments due to DfE without any deduction whether by way of set-off; counterclaim, discount, abatement or otherwise unless the Contractor has a valid court order requiring an amount equal to such deduction to be paid by DfE to the Contractor.

13. All payments due shall be made within a reasonable time unless otherwise specified in the Contract, in cleared funds, to such bank or building society as the recipient Party may from time to time direct.

Disputed Claims

14. If any part of a claim rendered by the Contractor is disputed or subject to question by the DFE either before or after payment then the DFE may call for the Contractor to provide such further documentary and oral evidence as it may reasonably require to verify its liability to pay the amount which is disputed or subject to question and the Contractor shall promptly provide such evidence in a form satisfactory to the DFE
15. If any part of a claim rendered by the Contractor is disputed or subject to question by the DFE, the DFE shall not withhold payment of the remainder.
16. If any fee rendered by the Contractor is paid but any part of it is disputed or subject to question by the DFE and such part is subsequently agreed or determined not to have been properly payable then the Contractor shall forthwith repay such part to the DFE.
17. The DFE shall be entitled to deduct from sums due to the Contractor by way of set-off any amounts owed to it or which are in dispute or subject to question either in respect of the fee for which payment is being made or any previous fee.

Continuous Improvement

18. Should the Contractor's costs in providing the Services to the DFE be reduced as a result of any changes implemented by the DFE, all of the cost savings shall be passed on to the DFE by way of a consequential and immediate reduction in the Contract Price for the Services.

Adjustment of the Contract Price

19. The Contract Pricing Information shall only be varied:
 - 19.1 due to a change in Law which is not already anticipated in the Contract, relates specifically to the business of the Authority, would not affect the supply of the same or similar services by the Contractor to another of its customers, which impacts on the performance of the Services and which comes into force after the Commencement Date, in relation to which the Parties agree that a change is required to all or part of the Contract Price;
 - 19.2 where all or part of the Contract Price is reviewed and reduced in accordance with paragraphs 18 of this Schedule (Continuous Improvement);
 - 19.3 where all or part of the Contract Price is reviewed and reduced in accordance with paragraphs 18 of this Schedule (Supplier Periodic Assessment of Contract Price);

Schedule 3 Project Questions and Bidders Tender

Project Questions

Evaluation Criteria

Evaluation criteria are required in every tender process, and the key elements relate to quality and price.

The Price element of the award criteria will be evaluated using the following methodology:

- The lowest cost to the department over the contract period (excluding 'Abnormally Low quotes') will attract 100% of the available marks.
- All other Quote submissions will receive 100% of the available marks less a percentage according to how much their Quote is more expensive than the lowest, using the following formula: - Pricing Score = $(1 - ((\text{your price} - \text{lowest bidders price}) / \text{lowest bidders price})) * 40\%$.
- Bidders should set out the overall cost of their proposal, including cost details (inclusive and exclusive of VAT) on the included Financial Model found in Schedule 2.
- This should separate out all activities proposed, the number of days and day rate for each individual working specifically on the project, and a breakdown of any other costs.
- For the purposes of this procurement, the figure listed in the Grand Total box, is the one used for comparison purposes and calculation of the cost element of the score.

Please complete this section in accordance with the specific sections in the Specification.

Quality Evaluation:

- The below is your response to the specification and should set out how you will meet all the requirements as set out in it. To help us evaluate your most effectively it is recommended you present the information as requested. Your submission is also a formal offer to the department and will form part of the final contract.
- If more than one organisation will be involved in the delivery of the contract (for example, through a consortia arrangement), full details should be provided of how the arrangements will operate.
- The purpose is also to allow us to evaluate your understanding of our requirements and the quality of your proposals for meeting them and will be scored.
- In scoring, each response shall be allocated a mark based on the band / interpretation it falls under in the table below (e.g. 0; 1; 2; 3 and 4). This mark will be determined by the evaluation panel appointed for this procurement and converted into a percentage mark. E.g scoring a 2 out of 4 in a question

weighted 10% will add 5% to the tenderers total score.

- Each question will be allocated a maximum word count. Any words submitted in addition to this maximum word count, will be discarded.

The department reserves the right to reject any Quote that fails to comply fully with the requirement of the Quotation process outlined in the above, or that is guilty of a serious misrepresentation in supplying any information requested in this document.

The results of the evaluation process will be used to determine which potential Tenderer should be awarded the contract.

The department reserves the right to require some or all applicants to clarify the answers contained in their submissions, either in writing or, on occasion, in person, to adequately evaluate the submission. It is important that you submit your best and final offer and do not rely on post-Quote clarification to revise your Quote.

AWARD CRITERIA

Question	Looked For's	Weight
1. Experience and references/testimonies		
What Knowledge and experience do you have of running and managing elections? 400 Words Maximum	The bidder must evidence they have appropriate knowledge and experience of running and managing elections. Please provide relevant details of your knowledge and experience along with two recent references/testimonies for providing the same or similar service.	10%
2. Project Management		
Describe how you will deliver this project?	Your response should include, but not be limited to: <ul style="list-style-type: none">• Project Management methodology• Understanding of requirements• Ensuring Timescales are met	10%

400 Words Maximum	<ul style="list-style-type: none"> Respond/resolve to problems that may incur Assurance that updates will be provided as required 	
3. Project contact/ deputy for continuity and staff resources		
<p>Who will deliver this project and what experience do they have?</p> <p>400 Words Maximum</p>	<p>Please provide details of the main project contact and deputy who will ensure service is met as well as other staff resources. We are looking to ensure there are enough skilled staff to deliver to quality and time. Your response should include, but not limited to;</p> <ul style="list-style-type: none"> Experience Availability 	10%
4. Ability to meet Specification		
<p>How you will meet the specification?</p>	<p>Specification: There are 9,600+ Academy Headteachers in total, but as well as, at least 3 years' experience trust CEOs, only those that head that have headed 'outstanding' schools (or good schools with outstanding leadership and management) over the last four years, are eligible to stand for election. We require end to end election delivery service to include:</p> <ul style="list-style-type: none"> Creating and testing a 	20%

800 Words Maximum

bespoke 2021 AB election website to the timescales of the department as set out in the table below. Swift mobilisation will be necessary.

- effectively managing the 2021 AB election website
- issuing the notice of election
- delivering and co-ordinating the nomination process against criteria set out by the department and including, printing and issuing election pamphlets and nomination packs and, collating candidate election statements
- conducting candidate eligibility checks to the timescales of the department as set out in table below, i.e. whether trust CEOs have at least three-years' trust level CEO experience before the date on which nominations open, or where nominees have within the past four years been an outstanding (or good with outstanding leadership and management) academy Headteacher from publicly available information signposted by the department
- publishing a statement of nominations including statements submitted by candidates
- notice of poll opening

	<ul style="list-style-type: none"> • designing the ballot papers and issuing voting packs (both electronic and paper) • collating the votes both postal and electronic and ensuring there are no duplicate votes • actively enabling the department's target of a minimum participation rate of 60% voter turnout in the 2021 AB elections • analysing the results • publication of election results on instructions of the department • and managing all related communications as per the instruction of the department • provide a lesson learnt report at the end of the contract period-the report must provide a breakdown of how many votes were cast overall, how many were electronic, how many were by post and how many were both • any other activities the department deems necessary for the successful delivery of the 2021 AB election process. 	
5. Quality Management		
Describe your quality management processes.	Your response should include, but not limited to;	10%

400 Words Maximum	<ul style="list-style-type: none"> • Quality controls in place • Quality accreditations 	
Total		60%

Bidders Tender


Qualification Envelope





Print Image


Network Qualificatic


Quality











001-UK_Engage_-_E
xperience.docx


002-UK_Engage_-_P
roject_delivery.docx

003-UK_Engage_-_S
taff_resources.docx

004-UK_Engage_-_
Meeting_the_specifi

005-UK_Engage_-_Q
uality_Management

Price



UK Engage - Pricing

Template - V2.xlsx