

**INVITATION TO TENDER
for the Provision of Multi-Academy Trust
Budget Software**

Opening Date:

Monday 17 July 2023

Closing Date:

Friday 15 September 2023
10am

Short List:

Monday 18 September 2023

Trustees: Alison Grant & Richard Giles

Interview:

Friday 29 September 2023

Contact:

Ashley Reed
Chief Financial Officer

Ashley.reed@bdat-academies.org

01274 909120

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1.0 Introduction

The procurement of large multi-year contracts must show that public funds have been used as intended by Parliament (ATH 2.24)

The Trust must ensure (ATH 2.25):

- spending has been for the purpose intended and there is probity in the use of public funds
- spending decisions represent value for money
- internal delegation levels exist and are applied
- a competitive tendering policy is in place and applied, and the procurement rules and thresholds in the Public Contracts Regulations 2015 and Find a Tender service are observed
- professional advice is obtained where appropriate.

1.1 Diversity and Inclusion

Bradford Diocesan Academies Trust (BDAT) will make sure that the BDAT value of inclusion is at the forefront of all we do. BDAT will seek to be inclusive by valuing and encouraging diversity and difference and proactively seeking to learn from others.

BDAT is keen to work with companies with similar inclusive values that demonstrate a wider understanding and encourage social responsibility in our communities.

1.2 Environment and Sustainability

BDAT launched a three-year Environmental Sustainability Strategy, **“One Planet Earth, One Chance to Change”**, with ambitious plans for solar energy, student engagement and a 2030 net zero ambition.

BDAT has committed to the ambitious target of becoming carbon neutral by 2030, with five priority action areas driving this change. BDAT are committed to investing in our buildings to make them more efficient, reducing our reliance on fossil fuels, investigating our supply chains and operations, reducing waste and encouraging sustainable travel.

Climate Change puts children’s most basic rights at risk, seriously affecting their access to health, food, water, clean air, education and protection. Around the world, the growing number of extreme weather events is putting more and more children’s lives in danger. Every year, environmental factors take the lives of 1.7 million children under five.

It is for this reason that BDAT has made a commitment to ensuring environmental sustainability is at the heart of what we do. If we play our part in protecting the planet, we are protecting our students, our families, our staff and our communities.

To read more about the BDAT Environmental Sustainability Strategy please click [here](#).

1.3 Modern Slavery Statement

This statement has been published in accordance with the Modern Slavery Act 2015 and with reference to Keeping Children Safe in Education. It sets out the steps taken by Bradford Diocesan Academies Trust (the Trust) to prevent modern slavery and human trafficking in all areas of its work. [Modern-Slavery-Statement.pdf \(bdat-academies.org\)](#)

2. Tender Process

- 2.1. We are inviting firms that can provide budget software to tender and the successful firm will be offered a 3-year contract with option for an additional 2 years.
- 2.2. Bids should be submitted by email to Ashley.reed@bdat-academies.org (CFO). The deadline for receipt is on page 1.
- 2.3. Submissions received after the deadline will not be considered.
- 2.4. Tenderers should ensure that they allow enough time to submit their bid response. **The Trust will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**
- 2.5. Please study the documentation carefully. If you are in any doubt as to any aspect of the brief or require clarification of any part of the document, please contact Ashley Reed.
- 2.6. Tenders will only be considered if they provide competitive prices strictly in accordance with the brief.
- 2.7. There will be a short-listing process and applicants will receive an email the day after the meeting inviting them to present to the panel or informing them that they have been unsuccessful
- 2.8. Interviews will take place as at the date on page 1. Details of how the interview process will be coordinated will be communicated.
- 2.9. A contract will be awarded for the successful as stated in 2.1.

3. Tender Requirements – Budget Software

- 3.1 Budget Software that has MAT oversight.
- 3.2 Budget parameters can be controlled and set centrally;
- 3.3 Cloud based system with live updates;
- 3.4 One access point – access all data from one security access.
- 3.5 Updates are applied globally at same time.
- 3.6 Exportable data into excel
- 3.7 Importable data for new schools or payroll updates
- 3.8 Compatible with Finance Software (IRIS PSF) – upload budget into finance system

Reports to be available:

- 3.9 Payroll reconciliation available to verify monthly payroll.
- 3.10 Trust and School Level Reports for budget forecasting and 3-year budgets.
- 3.11 Reports compatible with ESFA data requirements e.g.) 3YBFR

Budget Software Support

- 3.12 Telephone support
- 3.13 Email support
- 3.14 Live Chat support
- 3.15 Support for school level and Trust
- 3.16 Training available for new users
- 3.17 System functionality manual
- 3.18 Quick Response to queries

Management & Data Control:

- 3.19 Administrator functionality
- 3.20 Fixed central control for pay rates and ranges, pensions and GAG funding
- 3.21 Security led be central control
- 3.22 Nominal and Management codes have central control with cost centres available at school level.
- 3.23 Pupil numbers by year group
- 3.24 Minimum of 3 years budget years
- 3.25 Historic retention of at least one year
- 3.26 Ability to add comments to budgetary lines
- 3.27 Ability to build budget detail at cost centre level
- 3.28 Ability to build staffing with multiple contracts on a named person.
- 3.29 Ability to add term time factors to staff pay
- 3.30 Ability to forecast and monitor budgets effectively in year providing accurate outturns.
- 3.31 To be able to quickly model Trust wide changes to pay or pension rates – Sensitivity Analysis
- 3.32 Corporate Social Responsibility – engaging the diversity and inclusion strategy with our local communities

Implementation Process – if new provider

- 3.32 Fully Managed implementation process, data to be extracted, cleansed and imported by new budget provider
- 3.33 a schedule program of work to support the new budget cycle. New system to be in place by **31 January 2024.**
- 3.34 Historic data retained
- 3.35 Staff to have group training and follow sessions if required

The below provides further detail on our expectations for the provision

4. Evaluation Criteria

- 4.1. All of the tenders will be subject to a detailed evaluation process which will be based on an appropriate balance between technical expertise and a firm commitment to meeting all of the Trust's requirements. The Trust will select the best value for money tender considering the following factors:

Criteria	% Weighting	
Commercial Pricing	30%	
Support service for BDAT staff for budget software	30%	
Reports – Range of available reports, configurability, and ease of access to reports	10%	
Compatible data to existing accounts system/ Implementation /Forecasting	20%	
Inclusion/Diversity and engagement BDAT Strategies	10%	
	100%	

- 4.2. **NOTE:** the above criteria are not listed in relative order of importance.
- 4.3. The Trust shall be under no obligation to accept the lowest or any tender submitted hereunder.
- 4.4. Tenders may be rejected the Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer's bid.
- 4.5. Tenders may be rejected if they do not comply with the tender specification or public sector procurement guidelines.
- 4.6. A maximum of the top five scoring tenderers will be invited to deliver a presentation to representatives of the Trust in support of their tenders, as set out in the timetable (which will be communicated if successful). Tenderers should keep this date free in case they are asked to attend.
- 4.7. The presentations will be used to moderate the written submissions for the evaluation criteria specified above.
- 4.8. The names and positions of those attending from the Trust will be notified to all tenderers in advance of the presentation.

5. Contracting

- 5.1 The Trust is seeking a three year plus option for additional 2 years contract, unless terminated or extended within the terms and conditions herewith. Tenderers should price submissions accordingly.
- 5.2 The Trust is under no obligation to appoint a contractor from this exercise, and reserves the right not to appoint or to re-run the exercise. The Trust will not be liable for any tenderer costs prior to appointment, including compilation of the submission.
- 5.3 Details of the policy on price changes in future years should be included (e.g., price plus inflation, RPI, CPI etc.)
- 5.4 The hourly rate for additional pieces of work

6.0 Termination of Contract

- 6.1 The contract may be terminated by either party by giving 6 months' notice.
- 6.2 The duration of the contract is for an initial period of three years with an option to extend a further 2 years.
- 6.3 At the end of the contract, if applicable, the contractor will provide all data in a timely manner to support transition to the new supplier, and continuity of the budget system.
- 6.4 If termination is instigated during the contractual period, then the budget software provider will liaise, where needed, with the Trust regarding data they hold.

7. General terms

- 7.1 Inducements – offering an inducement of any kind in relation to obtaining this or any other contract with the Trust will disqualify the tender from being considered and may constitute a criminal offence.
- 7.2 Data breaches – the contractor must inform the Trust of any data breach as soon as reasonably practicable and in any event within 12 hours of occurrence, the data compromised, and actions taken to limit the exposure. This should include details of staff affected where known.

7.3 Applicable law – the contract is governed by English law. There are no TUPE considerations within this service.

7.4 Key performance indicators Tenderers should provide KPIs as part of their proposal. This should include KPIs on system down time, data fixes and general response times to queries.

8. Warnings and disclaimers

8.1 While the information contained in this ITT is believed to be correct at the time of issue, neither the Trust nor its advisors will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Trust.

8.2 If a tenderer proposes to enter into a contract with the Trust, it must rely on its own enquiries and on the information contained within this ITT, subject to the limitations and restrictions specified in it. 8.3 Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Trust (or any other person) to enter into a contractual arrangement.

9. Freedom of Information

9.1 As a public body, the Trust is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (SI 2004/3391) (EIR) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information. The Trust is also subject to various public sector transparency policies and legal requirements.

9.2 Tenderers should therefore be aware that information provided in connection with this procurement, or in connection with any contract awarded, may be disclosed by the Trust, unless the Trust decides (in its absolute discretion) that one of the statutory exemptions under the FOIA or the EIR applies. Requests for information and application of any exemptions shall be considered on a case-by-case basis. By taking part in this procurement, tenderers agree to such disclosure or publication by the Trust.

9.3 Tenderers may designate any information supplied as part of their tender response or otherwise in connection with the procurement as confidential or commercially sensitive by clearly identifying it

as such to the Trust in its response. Blanket protective markings applied to the whole document will not be sufficient. While designating material as confidential or commercially sensitive or equivalent does not guarantee non-disclosure, the Trust will consider this as part of any disclosure decision.

10. Publicity

- 10.1 No publicity regarding the Budget Software services of Bradford Diocesan Academies Trust or the award of any contract will be permitted unless and until the Trust has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Trust.

11. Tenderer conduct and conflicts of interest

- 11.1 Any attempt by tenderers or their advisors to influence the contract award process in any way may result in the tenderer being disqualified. Specifically, tenderers shall not directly or indirectly at any time:
 - 11.1.1 Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
 - 11.1.2 Enter into any agreement or arrangement with any other person as to the form or content of any other tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender.
 - 11.1.3 Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
 - 11.1.4 Canvass the Trust or any employees or agents of the Trust in relation to this procurement.
 - 11.1.5 Attempt to obtain information from any of the employees or agents of the Trust or their advisors concerning another tenderer or tender.
 - 11.1.6 Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer and its advisers, and the Trust and its advisors. Any tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

12. Bradford Diocesan Academies Trust reserves the right to:

- 12.1.1 Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Trust.
- 12.1.2 Seek clarification or documents in respect of a tenderer's submission.
- 12.1.3 Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT.
- 12.1.4 Disqualify any tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its tender or the tender process.
- 12.1.5 Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis.
- 12.1.6 Choose not to award any contract or lot as a result of the current procurement process.
- 12.1.7 Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

APPENDIX 1

Bradford Diocesan Academies Trust details

- c/o Address 2nd Floor Jade Building, Albion Mills,
Albion Road, Bradford BD10 9TQ
- Main switchboard: 01274 909120
- Company no. 08258994
- Date of Incorporation. 12 October 2012
- Chief Executive Officer Carol Dewhurst OBE
- Chief Financial Officer Ashley Reed
- Staff c1600 full and part time
- Academies Primary 14, Secondary 4, All Through School

Bradford Diocesan Academies Trust (BDAT) was set up in 2012 to support and sponsor Church of England Academies and other schools in Bradford and the surrounding areas on behalf of the Diocese of Leeds. We work with our schools to provide a network of support and challenge, so working together we can achieve our vision of improved outcomes and results for our children and young people.

Our mission is *“to provide education of the highest quality within the context of Christian belief and practice”*. We encourage an understanding of the meaning and significance of faith, the added experience and learnings of Christian values can offer to the development of all our pupils’ education and personal lives. We also seek to be an employer of choice in Bradford as we know we can’t have great schools without great staff.

Further information is available on website: [About BDAT - Bradford Diocesan Academies Trust \(bdat-academies.org\)](http://about-bdat-bradford-diocesan-academies-trust-bdat-academies.org)

APPENDIX 2

Pricing Schedule

Budget Software	£/pa/per pupil	Comments/further information (incl.policy on price changes in future years)
Implementation	£	Comments/further information
Total Cost		