



Department
for Education

Commercial Guidance – Tendering in Redimo2

May 2015



Department
for Education

Introduction

Redimo2 is the National College for Teaching and Leadership's (NCTL's) web-based system for providers and suppliers to access tenders and complete all required steps to take part in any tender activities.

Communications for new tender opportunities

New tenders will either be notified to suitable tenderers via e-mail to the contact listed on your Supplier Self-Service profile or will be advertised in suitable media outlets or via OJEU, TED and other similar routes.

Please ensure you maintain your Self-Service Profile with up-to-date contact information and correct e-mail addresses and also review and update your Category list to ensure you receive notifications relating to all potential and suitable tenders.

Supplier Self Service Login Screen

To view and respond to any Tenders please sign in to your Redimo2 account

The link is: <https://supplierlive.proactisp2p.com/Account/Login/?cid=DFE>

Sign In

Organisation ID

Login Name

Password

[View Opportunities](#)

[Sign In](#) [Forgotten password?](#)

Don't have an account? [Sign up](#)

Have you been invited?

Access Code

[Go](#)



Registration onto Redimo2

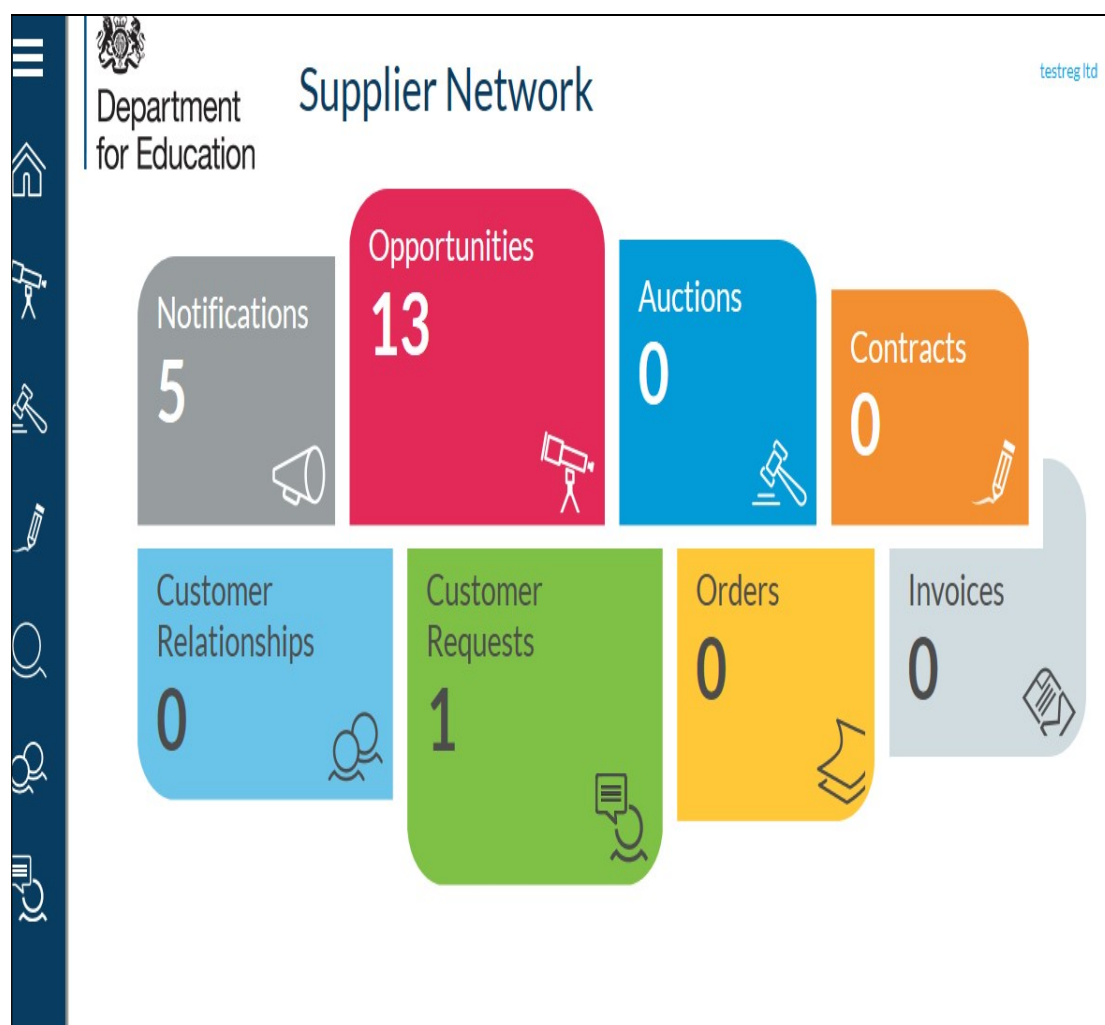
If you are not already registered onto Redimo2 you will need to click **'sign up'** and follow the separate Redimo2 registration guidance notes. The link for the guidance is detailed on GOV.UK, search for NCTL's e-procurement system: Redimo page, see link below

The link is:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419985/Commercial_guidance_registering_in_Redimo2.pdf

Viewing a tender opportunity

1, click on 'opportunities' box





The following screen will be displayed, showing ALL Tendering opportunities currently available to you listed as:

- Advertised – Open opportunities for which you have not yet registered interest.
- OR
- Private – Open or framework opportunities for which you have registered interest for.

To search specifically for opportunities for the DFE enter 'Department for Education' in the search bar.

Department for Education Your Opportunities

From here you can review the requests that have been sent to you by customers and create responses.

Search by customer reference, title or customer name... Q Search ▼ Filters

| Reference | Customer Name | Title | Type | Closing Date | Time Remaining | Show Me |
|-------------|------------------------------|---------------------------------------|------------|------------------|------------------|---------|
| EREQ1000251 | Bristol City Council | Test Project | Advertised | 03/06/2015 23:59 | 12 days 10 hours | |
| SRMT1000035 | Department for Education | Middle Leadership Secondments - Pilot | Private | 17/06/2015 15:00 | 26 days 1 hour | |
| EREQ1000255 | Bristol City Council | Supply of School Meals | Private | 09/07/2015 12:00 | 1 month 18 days | |
| ERFX1000001 | The University of Birmingham | Tender for IT hardware | Advertised | 10/10/2015 23:59 | 4 months 19 days | |
| ERFX1000270 | Cardiff Council | DPS - Domiciliary Care Provision | Advertised | 31/12/2016 23:59 | More than a year | |
| 1000020 | Somerset County Council | DPS - Term for Taunton Taxi routes | Advertised | 01/03/2018 23:59 | More than a year | |
| 1000311 | Somerset County Council | Advert for DPS Term TEST 0005 | Private | 13/05/2019 17:00 | More than a year | |
| 1000303 | Somerset County Council | Advert for DPS Term TEST 0002 | Private | 13/05/2019 17:00 | More than a year | |
| 1000314 | Somerset County Council | Advert for DPS Term TEST 0005 | Private | 14/05/2019 17:00 | More than a year | |
| 1000330 | Somerset County Council | Advert for DPS Term TEST 0006 | Advertised | 15/05/2019 23:59 | More than a year | |



Registering your interest in a tender

For open tenders you will need to register your interest in order to view the full notice and response documentation

Click on the “show me” arrow of the tender for which you are interested. The following screen will be displayed, click on “Register Interest”

From here you can review the requests that have been sent to you by customers and create responses.

Search by customer reference, title or customer name...

Search Filters

| Reference | Customer Name | Title | Type | Closing Date | Time Remaining | Show Me |
|-------------|--------------------------|---------------------------------------|------------|------------------|------------------|---------|
| EREQ1000251 | Bristol City Council | Test Project | Advertised | 03/06/2015 23:59 | 21 days 10 hours | |
| SRMT1000035 | Department for Education | Middle Leadership Secondments - Pilot | Advertised | 17/06/2015 23:59 | 1 month 4 days | |

Opportunity | SRMT1000035

Description

This is my notice.

Contract Start Date
01 September 2015

Contract End Date
31 August 2017

Delivery Address
Learning and Conference Centre
Triumph Road
Nottingham
NG8 1DH
UNITED KINGDOM

Purchasing Contact
Buyer / Contract Manager
0115 982 9251
craig.heatley@education.gsi.gov.uk

The following page will be displayed

Opportunity | 1000330

New Message Withdraw Interest

Description

Advert for DPS Term TEST 0006

Status

Delivery Address
Somerset County Council
County Hall
Taunton
Somerset
TA1 4DY
UNITED KINGDOM

Please note: Please refrain from withdrawing interest at this stage as doing so will cancel your registration of interest and prevent you from proceeding to access the full tender details.

Return to the ‘opportunities’ page and click on the “show me” arrow, you will now be able to view the full tender notice and documentation



Taking part in a tender

Bid Response

Please note: To download tender documents you must have already registered interest in the tender or been invited to participate.

Multiple responses

Multiple users registered under a single organisation account can each submit an individual bid response.

Please note: Once the first user has submitted their response the system will auto populate the responses from subsequent users, each bidder will need to respond to the tender as outlined below, making sure they amend and update any pre populated answers with their own individual responses

Your Response | SRMT1000037

Department for Education

[Decline](#) [Messages](#) [Validate](#) [Save](#) [Submit](#)

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

[General](#) [Items](#) [Questions](#) [Attachments](#)

Request Documents (2)

Please ensure you read all documents before responding to opportunity request.

| Name | Type | Download |
|---------------------|-------------------|--------------------------|
| Evaluation Criteria | Generic Documents | Download |
| ITT | Generic Documents | Download |

About You

Craig Heatley
Heatley Consultancy Ltd

Request Overview

Request | SRMT1000035

| | |
|---|---|
| Customer Name Department for Education | Allow multiple responses? No |
| Title Middle Leadership Secondments - Pilot | Allow response re-submit before deadline? Yes |
| Description | Delivery Date |

The Tender process consists of two parts:





- **Downloading documentation** - Downloading “Request Documents” including the tender instructions of how to take part in this particular tender.
- **Responding to an invitation to tender** - Responding to the invitation to tender by following the instructions and by completing the sections as required for each tender:
 - “Items”
 - “Questions”
 - “Attachments” (only if requested)
 - “Validate” and “Submit”

Part 1 - Downloading documentation

Navigation: < General Items Questions Attachments >

Request Documents (2)

Please ensure you read all documents before responding to opportunity request.

| Name | Type | Download |
|---------------------|-------------------|---|
| Evaluation Criteria | Generic Documents |  |
| ITT | Generic Documents |  |

Please make sure you download and read all available documentation to ensure you have all relevant information prior to commencing your response. Any documents requiring your signature (such as declarations), should be signed and uploaded as part of your submission within the appropriate question where requested.

You have now completed the “Downloading documentation” part 1 of 2 within the Tendering process.

Please Note: Information supplied in the ‘about you’ can not be considered as part of a response. This information will **not** be evaluated.

Part 2 - Responding to an invitation to tender

Progress to the “Items” tab.



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Your Response | SRMT1000038

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Items Questions Attachments

Lot 1 | Default

| Ref | Part Number | Name | UOM | Unit Price (GBP) | Quantity Requested | Quantity Supplying | Value (GBP) |
|-----|-------------|--|-------------|------------------|--------------------|--------------------|--------------|
| #1 | ITEM PRICE | Item Price/Whole Life Contract Cost (5%) Exclusive of VAT but Inclusive of all expenses | Fixed Price | 3,999,999.99 | 1 | 1 | 3,999,999.99 |

Within this section, you will be asked to provide a quote. Please provide this in the format requested and described within the question. You will be asked to provide a quote in one of two formats:

- Fixed Price
- Daily Rate

Please do NOT select “Free Issue?” as this denotes ‘no cost’.

Click ‘Save’

Department for Education

Your Response | SRMT1000038

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

Decline Messages Validate Save Submit

Progress to the “Questions” tab



Your Response | SRMT1000038

donald duck testreg ltd

Decline Messages Validate Save Submit

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Items **Questions** Attachments

Please complete the following questionnaire from Department for Education. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

- 1 : 1) Basic Organisation Details (5 questions)
- 2 : 2) Professional Standing - Mandatory (12 questions)
- 3 : 3) Professional Standing - Discretionary (5 questions)
- 4 : 4) Managing Supplier Poor Performance cross-Government (2 questions)
- 5 : 5) Financial Standing (1 question)
- 6 : 6) Declaration & Mandatory Requirements (4 questions)
- 7 : 7) Technical Requirements -HIGH (1 question)
- 8 : 8) Technical Requirements - MEDIUM (1 question)
- 9 : 9) Technical Requirements - LOW (1 question)
- 10 : 10) Further Information (5 questions)

Within this tab are a number of sections, each containing a series of questions relating to the stated requirement. Please click on each heading to view all of the related questions.

Please Save your responses as you progress through the questionnaire

Examples of standard sections and question types are :

- **Mandatory** – Standard pass/fail questions that require a response. DFE reserves the right to eliminate based on your response to these questions*.
- **Technical** – Questions that require a written submission that will be scored against a specified evaluation criteria.
- **Additional/Supporting Information** – Questions that require additional organisational details. These question responses are not scored.

*Please note that responses to these questions may be retained from any previous tenders or questionnaires completed. In which instance, please ensure you review these responses to ensure accuracy.



Responding to a mandatory question

The screenshot shows a web browser window with the URL <https://supplierdemo.proactisp2p.com/Opportunities/Response/Rfa?rs=v0tov6nyfa421cvi>. The page title is "External Guidance - All Docum...". The browser tabs show "Your Response SRMT10000...". The page content includes a sidebar with icons for home, search, and other functions. The main content area shows a section titled "1 : 1 Basic Organisation Details (5 questions)" and a section titled "2 : 2 Professional Standing - Mandatory (12 questions)". The "Professional Standing - Mandatory" section contains a list of questions (2.01 to 2.06) with drop-down menus for answers. Question 2.01 is "Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA?". The answer is "No". Question 2.02 is "Please enter section 1(2) of the Public Bodies Corrupt Practices Act 1998 or section 1 of the Prevention of Corruption Act 1906; where the offence relates to". The answer is "No". Question 2.03 is "The offence of bribery, where the offence relates to active corruption?". The answer is "No". Question 2.04 is "Bribery within the meaning of section 1 or 6 of the Bribery Act 2010?". The answer is "No". Question 2.05 is "Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of the offence of cheating the Revenue?". The answer is "No". Question 2.06 is "Fraud, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of the offence of cheating the Revenue?". The answer is "No".

To respond to a mandatory question, please use the drop-down menu's provided.

Responding to a Technical Question

Technical responses could be requested in two main formats:

- Free Text – Please respond using the box provided. Please note that character limits will apply to each free text box (please see 'look for' guidance below). Images and diagrams cannot be used as part of a free text response.

The screenshot shows a web browser window with the URL <https://supplierdemo.proactisp2p.com/Opportunities/Response/Rfa?rs=v0tov6nyfa421cvi>. The page title is "External Guidance - All Docum...". The browser tabs show "Your Response SRMT10000...". The page content includes a sidebar with icons for home, search, and other functions. The main content area shows a section titled "7 : 7 Technical Requirements -HIGH (1 question)". The section contains a list of questions (7.01 to 7.06) with text boxes for answers. Question 7.01 is "Provide an implementation and delivery plan, including for the set-up and delivery phases, with clear milestones, activity and resource allocations to". The answer is "project direction (naming your SRO), project management and day-to-day project support (naming your project manager), operational support for business delivery *".



- Attachment – Where the response specifically requests an attachment, Please only upload the information requested. Any additional documentation will not be evaluated.

Please note: Only a single attachment is possible for each question, if more than one document is requested, please clearly label the page headings of each document and incorporate within the same upload

8:8) Technical Requirements - MEDIUM (1 question)

8.01 Provide details of your proposals to identify and select

- the middle leaders
- the importing schools and
- the exporting schools

Including

- Details of marketing and communications strategy and approaches (please provide a marketing strategy and marketing operational activity plan)
- Details of relevant previous experience in using rigorous processes for assessing, selecting and deploying/matching high quality leaders
- Proposals where flexibility in approach would enable you to make this a more effective pilot activity. This may or may not include suggestions for the following areas, which are indicative and not intended to be exclusive
 - o Phased delivery of the 100 places
 - o Distribution of the 70 places not in East of England
 - o Variance from balance of one-way / two-way secondments
 - o Variety of approaches to the exchange scheme
 - o KPIs that would best address the imperatives of the pilot programme *



Attach file...

Or drag and drop a file here



▼ 3:3) Professional Standing - Discretionary (5 questions)

▼ 4:4) Managing Supplier Poor Performance cross- Understanding and deployment of project planning, project management and project assurance techniques

▼ 5:5) Financial Standing (1 question) Clear understanding of and commitment to meet or exceed project deliverables and milestones (including the success measures and key performance indicators)

▼ 6:6) Declaration & Mandatory Requirements (4) Appropriate and sufficient resource in place and at the right level (governance, leadership, management, operations) to ensure rapid and effective mobilisation, and then ongoing delivery, including updating NCTL

^ 7:7) Technical Requirements -HIGH (1 question) Bidders should aim to provide up to approx. 300 words in response to this question (exclusive of Appendices)

7.01 Provide an implementation and delivery plan, including f Please provide a detailed implementation and operational delivery plan as your response to this question

- project direction (naming your SRO)
- project management and day-to-day project support Please provide an organisation chart, which - if applicable - identifies links with any third party partnerships
- operational support for business delivery *

Each technical question will be accompanied by a number of 'look fors' to assist both yourself as a bidder and the evaluation team to ensure that the requirement is met. These are visible when 'hovering' over the response area provided. Alternatively, please see the tender documentation.

Responding to Additional/Supporting Information question

Please respond to each of the questions, providing information where requested. Please note that this information is not scored but your bid may not be considered should you fail to provide compulsory responses such as declarations.

Click 'Save'

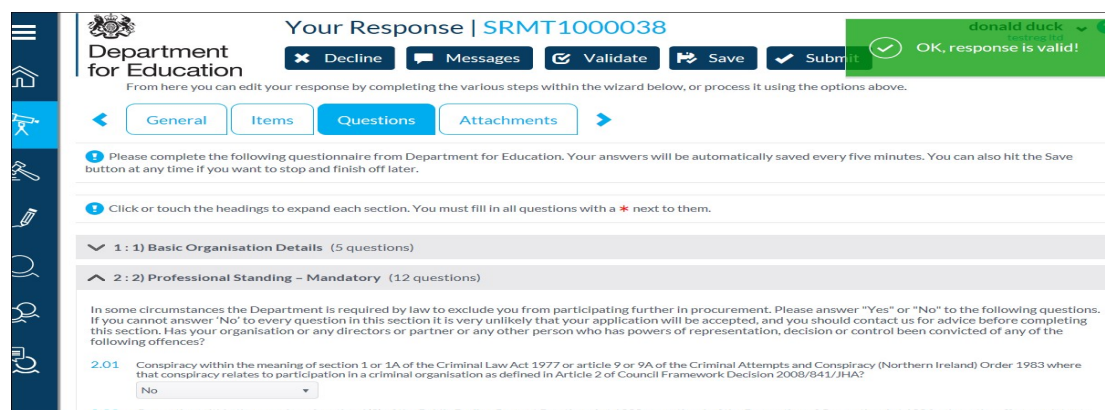
Progress to the “Attachments” tab (if applicable)

Please note: Documentation required to support a tender will be usually be requested as an upload against the particular evaluation question it relates to within the ‘question’ section. You should only upload documents in this this general ‘attachments’ area if specifically directed to do so, Any additional documentation will not be evaluated.

Validating & Submitting your response

Once you have completed your response, you will need to validate it prior to submission.

Please click on the ‘Validate’ button at the top of the page. If your response is invalid, the system will show you where amendments are required.



Your Response | SRMT1000038

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

Buttons: Decline, Messages, Validate, Save, Submit

Progress: General, Items, Questions, Attachments

Instructions: Please complete the following questionnaire from Department for Education. Your answers will be automatically saved every five minutes. You can also hit the Save button at any time if you want to stop and finish off later.

Click or touch the headings to expand each section. You must fill in all questions with a * next to them.

1: 1 Basic Organisation Details (5 questions)

2: 2 Professional Standing – Mandatory (12 questions)

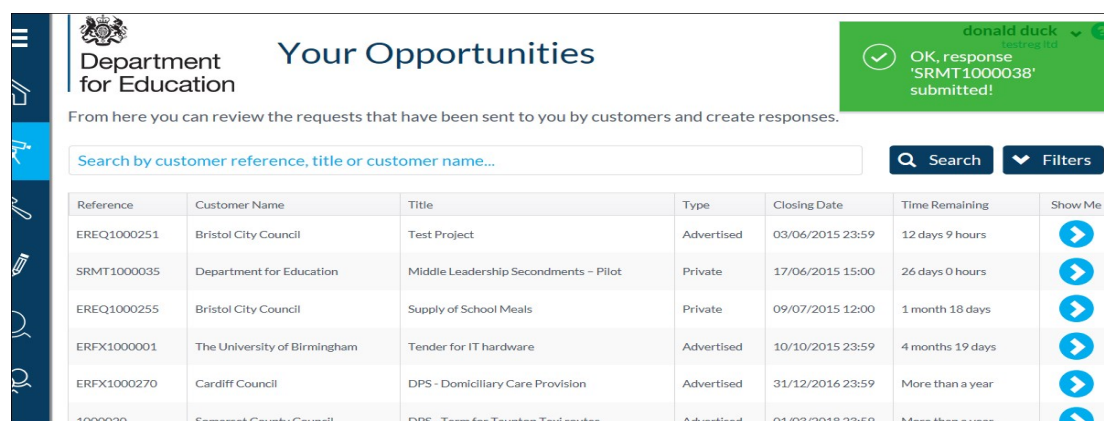
In some circumstances the Department is required by law to exclude you from participating further in procurement. Please answer “Yes” or “No” to the following questions. If you cannot answer “No” to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this section. Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?

2.01 Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA?

No

2.02 Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1998 or section 1 of the Prevention of Corruption Act 1906: where the offence relates to

If valid, please proceed to submit by clicking the submit button. A message will appear to advise that your response has been submitted.



Your Opportunities

From here you can review the requests that have been sent to you by customers and create responses.

Search by customer reference, title or customer name...

Search **Filters**

| Reference | Customer Name | Title | Type | Closing Date | Time Remaining | Show Me |
|-------------|------------------------------|---------------------------------------|------------|------------------|------------------|-------------------------|
| EREQ1000251 | Bristol City Council | Test Project | Advertised | 03/06/2015 23:59 | 12 days 9 hours | Show Me |
| SRMT1000035 | Department for Education | Middle Leadership Secondments - Pilot | Private | 17/06/2015 15:00 | 26 days 0 hours | Show Me |
| EREQ1000255 | Bristol City Council | Supply of School Meals | Private | 09/07/2015 12:00 | 1 month 18 days | Show Me |
| ERFX1000001 | The University of Birmingham | Tender for IT hardware | Advertised | 10/10/2015 23:59 | 4 months 19 days | Show Me |
| ERFX1000270 | Cardiff Council | DPS - Domiciliary Care Provision | Advertised | 31/12/2016 23:59 | More than a year | Show Me |
| 1000020 | Somerset County Council | DPS - Term for Taunton Taxi routes | Advertised | 01/03/2018 23:59 | More than a year | Show Me |



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Responses can be amended and revalidate/resubmitted at any time before the tender deadline by clicking 'Amend & Resubmit'

The screenshot shows the 'Your Response' page for SRMT1000038. The page header includes the Department for Education logo and the title 'Your Response | SRMT1000038'. Below the header, there are two buttons: 'Messages' and 'Amend & Resubmit'. The 'Amend & Resubmit' button is circled in red. Below the buttons, there is a navigation bar with tabs for 'General', 'Items', 'Questions', and 'Attachments'. The 'General' tab is selected. Below the navigation bar, there are two sections: 'Request Documents (2)' and 'About You'. At the bottom, there is a text area with the placeholder text 'Please use this text area to provide additional information'.

Raising a dialogue or clarification question

You can use the Message function to raise a dialogue or clarification question at any stage from registering interest up to award of contract, even if you have subsequently declined interest in the tender.

To raise a dialogue or clarification question click on the 'Messages' box

The screenshot shows the 'Your Response' page for SRMT1000038. The page header includes the Department for Education logo and the title 'Your Response | SRMT1000038'. Below the header, there are five buttons: 'Decline', 'Messages', 'Validate', 'Save', and 'Submit'. The 'Messages' button is circled in red. Below the buttons, there is a navigation bar with tabs for 'General', 'Items', 'Questions', and 'Attachments'. The 'General' tab is selected. Below the navigation bar, there are two sections: 'Request Documents (2)' and 'About You'. At the bottom, there is a text area with the placeholder text 'Please use this text area to provide additional information'.

Enter a title for your message and enter your question into the text box.

Please note: Any attachments provided here to support a tender response that have not been requested will not be evaluated.

Click 'Send'



A notification will be sent to the e-mail contact listed on your Supplier Self-Service profile to advise once a response has been posted, you can view all 'Notifications' from the home page



The steps from within the notification will direct you to the messages screen where you can view and reply to the response if required



Response + Dialogue

View all messages you currently have with the customer. You can reply to existing messages using the 'Reply to' field below, or add a new message by clicking the '+ Dialogue' button above.

Tender query

22 May 2015 @ 12:17:07
testreg ltd

I have the following question.....

22 May 2015 @ 11:53:50
Department for Education

This has now been rectified.

Reply to

You can raise a new dialogue or clarification at any time by clicking **+ Dialogue**

Your Messages | SRMT 1000038

Response + Dialogue

From here you can view all messages you currently have with the customer. You can reply to existing messages using the 'Reply to' field below, or add a new message by clicking the '+ Message' button above.

Messages

attachment query

New Message

Please enter a subject and text below to send a new message to the customer.

Subject

Text

Attach files... Or drag and drop files here

Send Cancel



Please Note: Messages are raised privately; however clarification questions and their answers will normally be communicated to all tenderers by a public dialogue response, with any identifying details edited to protect the anonymity of the bidder raising the question.

Only where the tender manager decides it is justifiable to keep the question and response confidential will a response be provided privately.

Decline interest in a tender

After review of the full notice and response documents you can decline interest if you do not wish to participate in the tender exercise

Click on the 'Decline' box as shown on the screen below

The screenshot shows a web interface for managing a tender response. At the top, the title is 'Your Response | SRMT1000038'. Below the title, there are five buttons: 'Decline' (circled in red), 'Messages', 'Validate', 'Save', and 'Submit'. Below these buttons, a message states: 'From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.' Below this message, there are four tabs: 'General', 'Items', 'Questions', and 'Attachments'. Below the tabs, there are three sections: 'Request Documents (2)', 'About You', and 'Request Overview'. The 'About You' section contains a text area for providing additional information. The 'Request Overview' section displays the following information:

| Request SRMT1000035 | |
|---|---|
| Customer Name Department for Education | Allow multiple responses? No |
| Title Middle Leadership Secondments - Pilot | Allow response re-submit before deadline? Yes |
| Description 1. The National College for Teaching and Leadership (NCTL) is seeking an organisation to deliver a pilot programme of middle leader secondments | Delivery Date 31 August 2017 |

You will be asked to provide some brief information about why you wish to decline



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Your Response | 1000377

Decline Messages Validate Save Submit

Please write a few words to let the customer know why you're declining.

Decline Cancel

From here you can edit your response by completing the various steps within the wizard below, or process it using the buttons below.

General Questions Attachments

Click the appropriate box underneath to confirm or cancel

Please note: it is important to read the full notice and all documentation before declining as you will no longer be able to view the full notice and response documents

You will receive confirmation that you have successfully declined

Your Opportunities

Request successfully declined

Search by customer reference, title or customer name...

| Reference | Customer Name | Title | Type | Closing Date | Time Remaining | Show Me |
|-------------|------------------------------|---------------------------------------|------------|------------------|------------------|---------|
| EREQ1000251 | Bristol City Council | Test Project | Advertised | 03/06/2015 23:59 | 14 days 7 hours | ➔ |
| SRMT1000035 | Department for Education | Middle Leadership Secondments - Pilot | Private | 17/06/2015 15:00 | 27 days 22 hours | ➔ |
| EREQ1000255 | Bristol City Council | Supply of School Meals | Private | 09/07/2015 12:00 | 1 month 20 days | ➔ |
| ERFX1000001 | The University of Birmingham | Tender for IT hardware | Advertised | 10/10/2015 23:59 | 4 months 21 days | ➔ |
| ERFX1000270 | Cardiff Council | DPS - Domiciliary Care Provision | Advertised | 31/12/2016 23:59 | More than a year | ➔ |
| 1000020 | Somerset County Council | DPS - Term for Taunton Taxi routes | Advertised | 01/03/2018 23:59 | More than a year | ➔ |
| 1000311 | Somerset County Council | Advert for DPS Term TEST 0005 | Private | 13/05/2019 17:00 | More than a year | ➔ |
| 1000303 | Somerset County Council | Advert for DPS Term TEST 0002 | Private | 13/05/2019 17:00 | More than a year | ➔ |
| 1000314 | Somerset County Council | Advert for DPS Term TEST 0005 | Private | 14/05/2019 17:00 | More than a year | ➔ |
| 1000330 | Somerset County Council | Advert for DPS Term TEST 0006 | Advertised | 15/05/2019 23:59 | More than a year | ➔ |

1 - 10 of 13 Items

You have now declined interest in this tender opportunity



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