

**Document Control**

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| **Title** | Management of Community Use (Lettings) for:Harris Academy Battersea (HABS)Harris Academy Bermondsey (HAB)Harris Academy Falconwood (HAF)Harris Academy Greenwich (HAGR)Harris Academy Purley (HAPU)Harris Primary Academy Purley Way (HPAPW)Harris Academy St Johns Wood (HASJW)Harris Academy Sutton (HASU)Harris Academy Westminster 6th Form (HWSF) |
| **Created on** | 03/10/2024 |
| **Created by** | John Mason |

**Document History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Detail** |
| 1.0 | 03/10/2024 | JM | Version 1 |

**Document Distribution**

Open competition via Panacea (Concession Contract)

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[Appendix 8 –](#_Toc32837749) Management Information Reporting Format…………………………...................................

*TUPE:*

COMPLETING INSTRUCTION: When completing this ITT, if TUPE applies, then the TUPE schedule for the correct Academy should be listed above ‘under each academy and will follow the annexing’

Otherwise, keep the wording below.

1. INTRODUCTION AND GUIDANCE TENDER CONDITIONS

## Definitions

The following definitions apply to this Invitation to Tender (ITT) and its supporting attachments:

### Business Day is Monday to Friday excluding public holidays.

### Bidder is any economic operator, regardless of their structure or organisation that submits or intends to submit a bid in response to this ITT.

### Bidder Party is any third party that the Bidder includes in the process of preparing a bid in response to this ITT.

### Bid Response Deadline is the date specified in the timetable for the delivery of a final response to this ITT.

### Contracting Authority is the Harris Federation which is a charitable company limited by guarantee.

### Harris Federation, herein known as the Federation is the Head Office responsible for the management of the sites within its Trust – Full details available on the Harris Federation [website](https://www.harrisfederation.org.uk/).

### Procurement Lead is the member of staff at the Harris Federation to whom queries should be addressed and from whom all instructions relating to this ITT will be received.

## Invitation to Tender/Scope

1.2.0 This tender seeks proposals from interested parties for the use of our school facilities for community activities.  Our goal is to maximise the use of our resources to benefit local communities while maintaining the integrity of our educational environments and generating income for that purpose.

### This ITT is being issued as an open competition via the Panacea e-tendering portal and on Contracts Finder in compliance with the Concession Contracts Regulations 2016.

### The Federation wishes to contract a professional lettings service provider to manage community use bookings/lettings and generate income to be shared on a percentage basis.

### ehe initial contract term is 3 years and provides for x2 options to extend for a further 2 years (3up years initially +2 +2 to a maximum of 7 years in total. The Academies are:

* Harris Academy Battersea
* Harris Academy Bermondsey
* Harris Academy Falconwood
* Harris Academy Greenwich
* Harris Academy Purley
* Harris Academy Sutton
* Harris Academy St Johns Wood
* Harris Westminster 6th form
* Harris Primary Academy Purley Way

The anticipated Contract start date is **March 2025**

### 1.2.3 The purpose of this ITT is to:

* Elicit competitive tenders for evaluation;
* Enable Bidders to demonstrate their experience and expertise and their suitability for our requirement; and
* Enable the Federation to select a provider offering the most economically advantageous tender.

### 1.2.4 The Contracting Authority is using the Panacea electronic tendering portal to manage this procurement process.

### 1.2.5 This ITT is being issued as a one-stage competitive procurement, conducted in accordance with the open procedure under the Concession Contract Regulations (2016) and consists of the following documents:

* Invitation to Tender Instructions & Guidance (this document)
* Appendix 1 - Harris Federation’s Hire of Academy Premises Policy
* Appendix 2 - Proposed Contract
* Appendix 3 - Selection Questionnaire
* Appendix 4 - Award Questionnaire
* Appendix 5 - Pricing Submission
* Appendix 6 - Providers Out of Hours Contracts checklist
* Appendix 7 - Hirers Out of Hours Contracts checklist
* Appendix 8 – Management Information Reporting Format
* All Annexes as listed in the Contents page of this document

## Confidentiality

### The information contained within this ITT is made available by the Federation on condition that Bidders shall not use the information for any purpose other than when preparing a bid or deciding whether to bid.

### Bidders shall ensure that any Bidder Party who receives any of the information is made aware of, and complies with, the provisions herein as if they were a Bidder.

### The Federation may disclose detailed information relating to bids to the Federation directors, officers, employees, agents or advisers and they may make the bid available for inspection by the Federation directors, officers, employees, agents, or advisers.

### The Federation also reserves the right to disseminate information that is materially relevant to all Bidders, even if the information has only been requested by one Bidder, subject to the duty to protect any Bidder's commercial confidence in its bid. The provisions for sharing information and for managing confidentiality are set out in section 2.3 of this ITT.

### The Federation will act reasonably with regards to the protection of commercially sensitive information relating to the Bidder, subject to the Federation’s duties under the Freedom of Information Act (2000) and the Environmental Information Regulations (2004).

## Accuracy of the information and Liability of the Federation and their Advisers

### Information provided to Bidders has been prepared by the Federation in good faith. However, Bidders should carry out their own due diligence checks to verify the accuracy of the information where necessary and utilise the clarifications process given in the tender timetable/process where necessary. Nothing in this ITT is, or should be construed as, a promise or representation as to the future.

### Bidders considering whether to enter a contractual relationship with the Federation should make their own enquiries and investigations of the Federation's requirements beforehand. The subject matter of this ITT shall only have contractual effect when and to the extent it is contained in the express terms of an executed contract.

### None of the Federation’s directors, officers, employees, agents or advisers make any representation or warranty as to (save in the case of fraudulent misrepresentation) accept any liability or responsibility in relation to, the adequacy, accuracy, reasonableness or completeness of this information or any part of it (including but not limited to loss or damage arising as a result of reliance by the Bidder on this information or any part of it).

## Conflicts of Interest

### The Federation requires all actual or potential conflicts of interest (including in particular those arising where a member of its supply chain or any adviser put forward by one Bidder is the same firm or company or is a member of the same group of companies as that put forward by another Bidder or is working for the Federation on this or similar schemes) to be resolved to the Federation's satisfaction prior to the delivery of the Bidders' bid in response to this ITT. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Federation could result in a Bidder being disqualified from the tender process.

### In accordance with the rules of the Education Funding Agency, the Federation have adopted a policy of not procuring goods or services from any organisation which is itself a related party or wherein any person considered to be a Person of Significant Control relates to the Federation or any officer or employee thereof.

### Any Bidder which is concerned that it is or may be a related party should contact the Procurement Lead by posing the query as a question through MyTenders and inform them of the nature of the relationship prior to submitting a bid. **This information will remain confidential and not shared with other bidders.**

### Any Bidder that fails to disclose a relationship will be disqualified from the tender process.

## Canvassing

### The Federation reserves the right to disqualify (without prejudice to any other civil remedies available to the Federation and without prejudice to any criminal liability which such conduct by a Bidder or a member of its supply chain may attract) any Bidder or a member of its supply chain who, in connection with this ITT:

* Offers any inducement, fee or reward to any member or officer of the Federation or any person acting as an adviser for the Federation in connection with this ITT;
* Does anything which would constitute a breach of the Prevention of Corruption Acts 1889 to 1916 or of the Bribery Act 2010;
* Canvasses any of the persons referred to above in connection with this ITT; or
* Contacts any member or officer of the Federation prior to the notification of a decision about any aspect of this ITT in a manner not permitted by this ITT (including without limitation contact for the purposes of discussing the possibility of their future employment or engagement by the Bidder).

## Non-Collusion

### The Federation reserves the right to disqualify (without prejudice to any other civil remedies available to the Federation and without prejudice to any criminal liability which such conduct by a Bidder may attract) any Bidder who, in connection with this procurement:

* Fixes or adjusts the amount of their bid by or in accordance with any agreement or arrangement with any other Bidder (other than a member of its own consortium or own supply chain members);
* Enters into any agreement or arrangement with any other Bidder or that Bidder's supply chain members to the effect that they shall refrain from making a bid, or they agree the amount of any bid to be submitted;
* Causes or induces any person to enter such agreement as is mentioned or to inform the Bidder or any member of that Bidder's supply chain of the amount or approximate amount of any rival bid;
* Offers or agrees to pay or give, or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done, any act or omission in relation to any other bid or proposed bid for this procurement; or
* Communicates to any person other than the Federation the amount or approximate amount of their proposed bid (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of a bid).

## Intellectual Property

1.8.1 All proprietary rights contained within the information, intellectual property rights and logos contained within this ITT and associated documents are vested solely in Harris Federation (and where applicable, its advisers).  The tender documents are provided for the sole purpose of enabling tenderers to participate in the procurement process.  Tenderers are not permitted to reproduce, duplicate or copy the tender documents for any other purpose without the express written permission of the Head of Procurement of Harris Federation.

1.8.2 The tender documents, and all copies of them, are and shall remain the property of the Harris Federation (and where applicable its advisers). Such documents must be returned to the Harris Federation upon demand and/or any electronic copies destroyed.

1.8.3 Without prejudice to any other rights or remedies that Harris Federation may have, the Tenderer acknowledges and agrees that damages alone would not be an adequate remedy for any unauthorised use of the tender documents. The Tenderer acknowledges, and by participating in the procurement process will be deemed to accept, that Harris Federation shall be entitled to the remedies of injunction, specific performance or other equitable relief for any threatened or actual unauthorised use of the tender documents.

## Publicity

### Bidders and all members of the Bidder’s supply chain shall not undertake (or permit to be undertaken) at any time, whether at this stage or after finalisation of the tender process, any publicity activity with any section of the media in relation to this procurement other than with the prior written agreement of the Federation. Such agreement shall extend to the content of any publicity. In this paragraph, the word "media" includes (but without limitation) radio, television, newspapers, trade and specialist press, the internet and email accessible by the public at large, and the representatives of such media.

## The Federation’s Right to Reject Bids

### The Federation reserves the right to reject or disqualify a Bidder and / or a member of its supply chain where:

* A bid is completed incorrectly, is materially incomplete or fails to meet the Federation's submission requirements which have been notified to Bidders;
* The Bidder contravenes any of the terms and conditions of this procurement.

### The disqualification of a Bidder will not prejudice any other civil remedy available to the Federation and will not prejudice any criminal liability that such conduct by a bidder may attract.

## Right to Cancel or Vary the Process

### The Federation reserves the right:

* To cancel or withdraw from the tender process at any stage;
* To alter the timetable to contract award;
* Not to award a contract for any or all the academies listed;
* To require a Bidder and / or a member(s) of its supply chain to clarify their submission in writing and / or provide additional information (failure to respond adequately may result in a Bidder not being successful); and / or
* Amend the terms and conditions of the tender process.

## Provision of Further Information by Bidders Prior to Submitting a Bid

### The Federation may rely on the information provided by Bidders during their appointment (including but not limited to information concerning the members and structure of any consortium). If, at any time during this tender process there are any material changes to the same, the Bidder must advise the Federation in writing as soon as practicable providing full details of the change (even if this is prior to the submission of a bid).

### The Federation reserves the right to request further information about the Bidder and / or its supply chain at any time during the procurement.

### Upon receipt of such information, the Federation shall be entitled to revisit the selection and / or evaluation of the Bidder and exclude the Bidder, if necessary, because of that process.

## Freedom of Information

### The Freedom of Information Act (2000) and the Environmental Information Regulations (2004) impose duties of openness on the Federation that will influence how they treat procurement information.

### Further information on this and on how the Federation will deal with these issues is available from: info@harrisfederation.org.uk.

### Bidders should satisfy themselves as to the implications of the Freedom of Information Act (2000) and the Environmental Information Regulations (2004) and seek legal advice as necessary

## Governing Law

### All communications will be conducted, and all documents will be prepared, in the English language. The communications and all subsequent contracts executed will be subject to English law and the exclusive jurisdiction of the English courts.

## Contact Information

Point of contact for this procurement process

### All contact regarding this procurement shall be carried out via the Panacea portal.

Complaints regarding the procurement process

### Any complaints regarding the procurement process should be made in writing and directed as follows:

Devyani Patel, Head of Procurement

Harris Federation, 4th Floor Norfolk House, Wellesley Road, Croydon, CR0 1LH

# INSTRUCTIONS TO BIDDERS

Bidders are deemed to understand the processes that the Federation is required to follow under the Concession Contracts Regulations (2016) and all applicable European and domestic legislation so far as they relate to this ITT.

## Scope

2.1.1 Harris Federation requires a professional lettings provider for lettings and community use to generate an income which the academy would share on a percentage basis and to administer and manage these bookings. ***The Academy reserves the right to provide 3 months' notice to the lettings provider to remove an area from the contract.***

2.1.2 The selected provider(s) will be a keyholder for the academy and will be expected to generate sufficient income to cover all its costs. The provider will be expected to provide a ‘*percentage share of the income back to the academy with all the provider’s and Academies costs being taken prior to the revenue share agreed being split between the parties*.

 The agreed costs to be deducted from the revenue are as follows:

 **Bidders' costs:**

Bidders must confirm their costs within the Pricing Schedule in the tender pack. Harris Federation will require a clear and inclusive breakdown of supplier costs.

 **Academies costs:**

Harris Federation will require their energy consumption to be considered when the provider pays the agreed revenue percentage – to be clear, this energy consumption percentage will need to be added to the Academies revenue share. **Bidders please note that the energy cost percentage for Harris Federation is 10%**

 **Worked example:**

|  |  |
| --- | --- |
| **Calculation for Revenue Share** | **Worked example** |
| Total Revenue  | £30K |
| Minus Harris Federation 10% for energy costs | £3K |
| Revenue amount | £27K |
| Minus Lettings Provider Costs | £5K |
| Final Revenue amount | £22K |
| Divide the Revenue left over according to Revenue % share | Eg. if Revenue is 50/50 then:Academy share = £11K + £3K Lettings provider share = £11K |

2.1.3 The annexes of this ITT detail the site-specific requirements.

2.1.31 Site specific annexes will be added to this ITT before site visits or as soon as possible.

2.1.4 Bidders must demonstrate that they have public liability insurance cover of at least £10 million (ten million pounds sterling) and employer’s liability insurance of at least £5 million (five million pounds sterling) or would commit to obtain this if awarded a contract.

2.1.5 All Bidders shall complete a Selection Questionnaire (Appendix 3), Award Questionnaire (Appendix 4) and Financial Submission (Appendix 5). Bidders should provide:

* + Selection Questionnaire – Only one needs to be provided
	+ Award Questionnaire – One for each of the Academies that you are bidding for
	+ Financial Submission – One for each of the Academies that you are bidding for

2.1.6 Bidders are required to attend each Academy for a compulsory site visit as per the timetable below to be given a tour of the premises and to get confirmation of what areas, facilities and equipment would be made available for the lettings service. This is a compulsory site visit and failure to attend will disqualify any bid submission. Bidders will be able to ask clarification questions at the site visit about the facilities and timings; all other questions must be raised via myTenders.

Bidders should confirm their intention to attend the site visit (providing the names of a maximum of two personnel per bidder). Please send this confirmation to procurement@harrisfederation.org.uk copying in John.Mason@harrisfederation.org.uk by **12 noon on Tuesday 19th November 2024+**

**Site Visit – (*Each site visit will last no more than 2 hours.*)**

|  |  |  |
| --- | --- | --- |
| **Site visit at Battersea** | **2pm, 25th Nov** | **4th** |
| **Site visit at Harris Bermondsey**  | **10am, 26th Nov** | **5th** |
| **Site visit at Falconwood** | **10am, 22nd Nov** | **1st** |
| **Site visit at Greenwich** | **10am, 29th Nov** | **9th** |
| **Site visit at Purley** | **2pm, 26th Nov** | **6th** |
| **Site visit at Primary Purley Way** | **10am ,28th Nov** | **7th** |
| **Site visit at St Johns Wood** | **10am, 25th Nov** | **3rd** |
| **Site visit at Sutton** | **2pm, 28th Nov** | **8th** |
| **Site visit at Westminster 6th Form** | **2pm, 22nd Nov** | **2nd** |

***Bidders please arrive on time as missing the site visit means you will not be able to submit a bid. The site visit is a mandatory requirement.***

***Bidders should not contact the Academy directly to organise separate visits – should a visit be missed, the Procurement Lead should be contacted via the portal.***

***However, every effort should be made by Bidders to attend the pre-arranged date/times as per the above table.***

2.1.7 Lettings and marketing of the academy must not interfere or conflict with any activities of the academy or adversely affect the academy’s reputation.

2.1.8 The letting of any facility must be completed on a pre-booked basis with a payment transfer as no cash should be held on the premises.

2.1.9 Each academy will have a site-specific briefing process from the relevant Designated Safeguarding Lead (DSL) that must be attended by all supplier staff before entry on school premises. Bidders must need to comply with each academy’s site-specific safeguarding procedures and policies and the safeguarding checklists as per KCSIE 2024 or more recent iterations.

Enhanced DBS clearance and a site-specific briefing attendance will be required for any personnel or community user where children are likely to be in attendance.

### 2.1.10 Bidders should provide references where they have supplied a similar service. The Federation expects to contact these to verify that the details provided are an accurate representation of the service provided. Any bidder providing inaccurate or false references may be automatically disqualified from the process.

### Bidders should note, if their chosen referee does not provide a reference, The Federation will not chase for a reference and the Bidder will be allocated a score in line with no reference being submitted.

2.1.11 Contract terms and conditions are detailed in Appendix 2.

Any issues with the terms and conditions must be raised as questions during the tender process and submitted via myTenders otherwise the presumption will be that bidders accept them.

2.1.12 Bid submissions should be made using the following documentation:

* Selection Questionnaire (Appendix 3) – **only complete once irrespective of number of Academies being bid for**
* Award Questionnaire (Appendix 4) **– Bidders must submit 1 for each Academy being bid for**
* Financial Submission (Appendix 5) - **Bidders must submit 1 for each Academy being bid for**
* Consolidated PDF – **one document containing all other supporting paperwork requested such as insurance certificates, policies etc.**

 2.1.13 Bid submission/structure – Bidders are requested to:

* Upload single file documents in **one Folder or Zip file ONLY**
* Refrain from using long document titles.
* Name your supporting documents accordingly (eg. Harris Beckenham Lettings response document) and where possible, cross reference them with/in your responses to the quality questions.
* Please ensure that responses are succinct and to the point as brevity is encouraged and favoured in this process.
* Ensure that there are no duplicate documents

2.1.14 Any prospective Lettings Provider must adhere to the principles of the Federation’s Hire of Academy Premises Policy (Appendix 1) for academy lettings. If bidders have any concerns or clarifications, then questions should be raised via myTenders. This Policy is updated when required. and suppliers will be provided with current versions which will take precedence over any previous versions.

## Procedure and Dates for Submission of Bids

### Bidders are invited to submit their bids to the Federation by the Bid Response Deadline stated in section 3.3 – Bid Timetable.

### The Federation reserves the right to extend the Bid Response Deadline at any time.

## Liaison

### All contact regarding the tender should be carried out via the Panacea questions/clarification facility. Responses to questions will be distributed to all prospective bidders who have shown an interest in the opportunity unless the information is in relation to section 1.5.3 the rules in section 1.3 will apply accordingly. Any attempt to liaise via any other party or use a communication method other than the electronic tendering portal, may result in the Bidder being disqualified from the tender process.

## Information Available to Bidders

### All information initially available to Bidders is contained or referred to within this ITT, its annexes and appendices.

### Bidders may submit questions and requests for clarification or further information up until the final date for clarifications as detailed in section 3.3 - Bid Timetable.

### The Federation’s policy in respect of sharing information is that all questions and requests for clarification or further information, and the corresponding responses, will be circulated to all Bidders on an anonymous basis. Therefore, should Bidders wish to avoid such disclosure the request must be clearly marked "In confidence - not to be circulated to other Bidders" and the Bidder must set out the reason(s) for the request for non-disclosure to other Bidders.

### If the Federation considers that, in the interests of open and fair competition, it is unable to respond to the question or request for clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter respond in writing requesting that either the query be withdrawn or be treated as not confidential. The Federation will deem that the question or request for clarification or further information has been withdrawn if the Federation are not contacted in writing within 3 Business Days following the Bidder being so informed.

## Costs and Expenses during the Tender process

### Any costs or expenses incurred by any Bidder, or other person throughout the process, will not be reimbursed by the Federation and neither the Federation nor any of their representatives will be liable in any way to any Bidder or other person for any costs, expenses or losses incurred by any Bidder or other person in connection with this tender process including the possibility of being required to formally present their bid or if the Federation decides to abort the tender process or not award any contracts from it.

# EXPLANATION OF BIDS REQUIRED

## General

### This section provides Bidders with details of the form and content of bids that are invited.

### If a Bidder does not comply with any of these requirements, the Federation may, in its sole discretion, disqualify the bid of that Bidder.

### Bidders should ensure that bids are submitted in good time to prevent delays caused by technology failures.

### 3.1.4     Bidders should be aware that there is a size limit for the myTenders postbox and are advised to carry out their upload and submission in advance of the deadline time. A link to the myTenders user guide is below.

[Panacea supplier guide - Postbox](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mytenders.co.uk%2Fuserguides%2FPostbox%2520-%2520Supplier%2520Guide.pdf&data=04%7C01%7CCathryn.Belletty%40harrisfederation.org.uk%7C7b1c83a431f04dfd4e0008d98fe71a06%7C6a2d2589d6064f9aab534e21aa6b445e%7C1%7C0%7C637699045017524921%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=7xf9LTu0BdCfy3HdnHoDEkBZEtPgI5g%2F0tgNi0XQP6Q%3D&reserved=0)

If bidders experience issues with uploading their documentation, they must contact MyTenders directly – contact details are under the ‘Contact Us’ option on their website.

## Number, Type, Format and Content of Bids

### Each Bidder shall be invited to submit a bid in accordance with the process described in this ITT and in the format set out in the appendices of this document.

### Each bid shall be submitted electronically in either a Microsoft Word or Adobe PDF format using the template provided. If submitted in pdf format, a Word version must be made available upon request. The Financial Submission (Appendix 5) must be submitted in MS Excel format.

### All pages of the submission must be sequentially numbered.

### Bids should be as concise as possible, whilst providing sufficient information to enable the Federation to evaluate.

### Bid wording should be unambiguous, and directly address the requirement stated.

### All bids, correspondence and documents must be submitted in English.

### All references to costs/rates must be submitted in pounds sterling with the rates firm for the duration of the contract and not be subject to any variation unless provided for in the conditions of contract.

### For a bid to be considered by the Federation, the Bidder should ensure that it is compliant with all the requirements and assumptions set out in this ITT, even where Bidders disagree with any such requirements and assumptions. The only exception is if the Federation specifically amends any point during the tender process.

### All supporting documentation should be provided in a separate and consolidated PDF and be given an appropriate filename and document title to make it clear what it is.

### If Bidders submit a generic policy or similar document, they must clearly indicate the page and paragraph reference that is relevant to a particular part of the bid.

### Any deliberate alteration of the Federation’s requirement within the bid will result in it being rejected unless such amendment has been previously agreed in writing following the liaison procedures set out in section 2.3 of this ITT.

### Should any part of the bid be ambiguous or open to interpretation, the evaluation panel will seek clarification in writing from the Bidder via e-mail before completing the evaluation of the bid.

3.2.13 To ensure that Academies are aware of hoe a contract is progressing Monthly reporting must be in the following format or the supplier will be in breach of contract.

**Available Spaces presentation**

|  |  |  |
| --- | --- | --- |
| **Harris Academy**  | **Month** |  |
| **For each hire:** **Hirer Details…...................... Email…................................. Mobile No….........................** | **Available spaces as per the Requirements document in the tender pack** | **Hourly rate** | **Monthly Projected Revenue from Tender** | **Monthly Actual Revenue** | **Variance** | **m** |
|  | Playground |  |  |  | £0 |  |
|  | Classrooms- Ground floor x 20/ 1st floor x 9 |  |  |  | £0 |  |
|  | Dance Studio |  |  |  | £0 |  |
|  | Dining Hall |  |  |  | £0 |  |
|  | Drama Hall |  |  |  | £0 |  |
|  | Activity Studio |  |  |  | £0 |  |
|  | Sports Hall |  |  |  | £0 |  |
|  | MUGA |  |  |  | £0 |  |
|  | Assembly Hall |  |  |  | £0 |  |
|  | Astro Pitch 1st, 2nd and 3rd areas x 3 total |  |  |  | £0 |  |
|  | TOTAL |  | £0 |  |  |  |

|  |  |
| --- | --- |
| **Milestone Description**  | **Date**  |
| Concession Website Notice Published | Fri15/11/24 |
| Notify intention to attend site visit | Wed 20/11/23 at 12 noon  |
| Site visits – see above 2.1.6 for specific site dates | Fri 22nd to Fri 29th Nov |
| Final date for submission of clarifications | Thu 05/12/24 at 12 noon |
| Deadline for the Federation to respond to clarification questions to be sent to all bidders | Wed 18/12/24 |
| Bid Response Deadline | Fri 10/01/25 at 12 noon |
| Notification to shortlisted bidders re presentations | Fri 31/01/25 |
| Presentations at Croydon HQ | Approximately Mon 10/02/25 Date to be confirmed if needed. |
| All Bidders notified of decision, outcome letter/ contract award | Thu 17/02/25  |
| Contract Mobilisation | 17/02/2025 - 31/03/2025 |
| New Contract Start Date | Mon 31/03/25 |

## Bid Timetable for the tender process

### The Federation reserves the right to amend the timetable set out above or extend any time period.

### Bids must remain open for acceptance for a period of sixty days from the Bid Response Deadline. A bid not valid for this period may be rejected by the Federation.

**3.4 TUPE Information where needed** Please contact Daveed.Morris@harrisfederation.org.uk for copies of the form to be completed.

# BID EVALUATION AND CONTRACT AWARD

4.1 All bids will be opened / downloaded at the same time. Each bid will be evaluated and scored in accordance with the evaluation criteria stated or referred to in the Selection & Award Questionnaires. The results will then be presented to the Academy Principals and the Federation’s Head of Procurement to confirm the appointment of the most economically advantageous bid based on the scores awarded during the evaluation.

4.2 Evaluation Methodology

The requirements set out in the Selection & Award Questionnaires and Financial Submission are deemed essential and must be provided to ensure your bid is considered. Bidders must demonstrate their ability to meet all of these requirements. If a Bidder fails to do so, they will be deemed non-compliant and will be excluded from the procurement process.

### The Federation may request clarification of the bids in order to enable the evaluation to be completed. Bidders will not have the opportunity to revise their bids after the Bid Response Deadline.

### Following receipt of bids and after any clarifications, the Federation will evaluate the bids received by applying the scoring methodology included in the Appendix 3 and Appendix 4 documents. If a Bidder has scored substantially higher than the other Bidders in the evaluation process, presentations may not need to be undertaken as part of the evaluation process.

### 4.1.3 Bidders must pass the compliance questions in the Selection Questionnaire for their Award Questionnaire to be evaluated.

 4.1.4 **The final scores received for the Award Questionnaire criteria, will be used to**  **select the winning bidder.**