**Tender Instructions.**

**1.Background Information.**

**All Bidders must pass this section for their bid to be considered.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Evidence requested** | **Evidence provided** | **Pass/**  **Fail** |
| **1.1 Finance and Governance** |  |  |  |
| Please provide your VAT registration number.  What was the annual turnover of your company for 2015/6?  What was the annual profit of your company for 2015/6?  Please provide Company registration details. | List details here: | **Yes/No**  **Yes/No**  **Yes/No** |  |
| **1.2 Good Standing** |  |  |  |
| Please state the qualifications of staff who will be undertaking the work. | List details here: | **Yes/No** |  |
| **1.3 DBS** |  |  |  |
| Are all staff who will be undertaking site visits DBS checked? Please state numbers.  If you intend to use any staff without a DBS check, how do you plan to mitigate the risks? | List details here: | **Yes/No** |  |
| **1.4 Organisational Policies** |  |  |  |
| Please provide copies of the following policies:  Health and Safety at Work, Safeguarding,Information Governance and Data Protection | Copies provided | **Yes/No** |  |
| Please describe what actions you are taking to prepare for GDPR. Please note that compliance with GDPR will be a requirement of this contract. | Note actions being taken. | **Yes/No** |  |

**2. References.**

Please supply the names of three references of primary **schools** for whom you have managed ICT support services.

|  |  |  |
| --- | --- | --- |
| Name of Referee | Work Undertaken | Address, telephone number and email |
|  |  |  |
|  |  |  |
|  |  |  |

**References will account for 10% of the award criteria.**

**3. Method statement**

**Please use the service specification to answer the following questions:**

|  |  |
| --- | --- |
| **3.1. Please describe how can provide an effective, responsive and local ICT support service. Please state the percentage of staff providing this service who live in Oxfordshire**  **(200 words)** |  |
| **3.2. Please describe how you build positive relationships with the schools you support.**  **(200 words)** |  |
| **3.3. How do you manage assets and ensure ongoing maintenance work, prioritising the most important work??**  **(200 words)** |  |
| **3.4 How will you ensure the quality of your work is of the highest standard?**  **(200 words)** |  |
| **3.5 What training services do you offer schools for CPD? How can you link these to the curriculum?**  **(200 words)** |  |
| **3.6. How could you add value or bring cost savings to this contract?**  **(200 words)** |  |
| **3.7 What is unique about your organisation? What can you bring to our schools that no other supplier can?**  **(200 words)** |  |

**Each question = 10 marks.**

**This section accounts for 80% of the award criteria.**

**4.Pricing matrix**

**4.1.SCHEDULE OF RATES:**

**Total Fixed Cost of Delivering the Contract:**

|  |
| --- |
|  |

**4.2. Breakdown of costs: -**

|  |  |
| --- | --- |
| Item | Cost £ |
| St Joseph’s,Thame. |  |
| St John Fisher, Littlemore. |  |
| Our Lady’s, Cowley. |  |
| St Gregory the Great, Oxford |  |
| St Thomas More, Kidlington. |  |
| Our Lady of Lourdes, Witney. |  |
| St Joseph’s, Carterton. |  |
| Total |  |

**4.3. Resource Schedule:**

Please also provide a priced resource schedule.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Role** | **No. of Hours** | **Hourly Rate £** | **Total £** |
| Person 1 Grade |  |  |  |  |
| Person 2 Grade |  |  |  |  |
| Person 3 Grade |  |  |  |  |
| Person 4 Grade |  |  |  |  |
| Person 5 Grade |  |  |  |  |
| **Total** |  |  |  |  |

**4.4. Resource schedule for ad-hoc consultancy**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Hourly Rate £** |
| Person 1 Grade |  |  |
| Person 2 Grade |  |  |
| Person 3 Grade |  |  |
| Person 4 Grade |  |  |
| Person 5 Grade |  |  |
| **Total** |  |  |

**This section accounts for 10% of the award criteria.**