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The Diocese of Coventry Multi-Academy Trust Further Competition

Lot 11: WAN provision

EN-COV-ICTL11-1022

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Dear Panel Member,

This further competition is for The Diocese of Coventry Multi-Academy Trust to procure broadband connectivity, firewalling and safeguarding services using Lot 11: Wide Area Networking provision.

The Invitation to Tender (ITT) for this further competition is being operated according to the enFrame ICT framework (FTS No: TBC). All panel members successfully awarded on Lot 11: WAN Provision will be invited to provide a bid response.

# Further Competition Information

|  |  |
| --- | --- |
| Lot/s and/or Sub-lot/s: | Lot 11: WAN |
| Reference Number: | EN-COV-ICTL11-1022 |
| Contracting Authority Background Information: | The Diocese of Coventry Multi Academy Trust is a Church of England Multi-Academy Trust comprising 18 primary (including some infant/junior) academies and one secondary academy, with approximately 4800 pupils in total across the trust.  Their academies are based across Coventry and Warwickshire, with 5 city academies and academies in towns and villages across the county.  They are looking to grow further. |
| Framework Management Charge (per lot/sub-lot): | 1% |
| Estimated value (per lot/sub-lot): | Approximately £375,000 |
| Contract Period: | March 2023 – February 2026 (3 years) |
| Queries/Clarifications: | Any queries or clarifications must be issued through https://cimple.uk. |
| Submission instructions: | All responses to the ITT are to be submitted electronically through https://cimple.uk. |
| Date/time for ITT return: | **Monday 24 October 2022 12:00** |

# Tender Documentation

The Further Competition ITT pack consists of the following documents:

|  |  |  |
| --- | --- | --- |
| **File Name** | **Description** | **Action** |
| EN-COV-ICTL11-1022 CovMAT L11 Covering Letter – Final.docx | Information about the trust and the further competition. | To be signed and returned. |
| EN-COV-ICTL11-1022 CovMAT Award Questionnaire - Final.docx | The Award Questionnaire with the customer’s specifications, the Declaration of Compliance, the Declaration of Conflict/No Conflict of Interest, and  References to be provided. | To be completed, signed, and returned. |
| EN-COV-ICTL11-1022 CovMAT Cost Matrix - Final.xlsx | Cost Matrix to be completed in conjunction with the Award Questionnaire. | To be completed and returned. |
| EN-COV-ICTL11-1022 CovMAT WAN Equipment and Services Contract v0.1.docx | Contract to be signed on successful award of the further competition. | To be signed by trust and preferred supplier on successful award of further competition. |
| EN-COV-ICTL11-1022 CovMAT App A Trust list of broadband connectivity.xlsx | List of current connectivity across the trust and when the contracts expire. | For information. |

# Further competition timetable

| **Milestone** | **Stage Start Date(s)/time** |
| --- | --- |
| FTS notice published (Electronic): | Monday 24 October 2022 |
| Webinar/online conference for potential providers: | Thursday 27 October 2022 (TBC)  Tuesday 1 November 2022 (TBC) |
| Clarification period: | 24 October – 14 November 2022 |
| Submission of tenders (Deadline): | Monday 21 November 2022 09:00 |
| ITT period: | 24 October – 21 November 2022 |
| Evaluation period: | 21 November - 2 December 2022 |
| The Diocese of Coventry MAT supplier meetings: | Tuesday 29 November 2022 |
| Expected date of award of contract: | Friday 2 December 2022 |
| Standstill period: | 3 December – 12 December 2022 |
| Contract signing: | 3 December – 30 December 2022 |
| Framework commencement : | Tuesday 3 January 2023 |
| Commencement of CovMAT service: | Friday 31 March 2023 |

There are currently no planned webinars, site visits, presentations, or face-to-face meetings prior to contract award.

# Clarifications and Queries

Please raise any enquiries about the tender documentation that might have any bearing on your tender through the online portal, by the date stated in the **Summary Table** or on the Cimple portal. If you are unable to submit a clarification on the portal, you can do so by emailing [info@enframe.org.uk](mailto:info@enframe.org.uk). Where such an enquiry has been made, we will circulate a copy of the clarification and its written reply to all tenderers but will not publish the Panel Member who has asked the clarification.

# Award Questionnaire Guidance

The award questionnaire for each further competition will follow the same structure as set out in the framework ITT Volume 3 for each of the lots but may include an additional social value question (AQ) which will provide the opportunity for customers to include their Net Zero and Environmental Impact requirements and any other Social Value requirements. It will also include a requirement for a fully populated Cost Matrix that may also include sample projects and may require the submission of any relevant supporting materials.

Panel Members should answer the questions as written in the award questionnaire and should not include general marketing or promotional material in response to any of the questions unless specifically requested to do so, as we will only consider and evaluate attached documents where the question expressly asks for them. Appendices must reference the AQ that they refer to, or they will not be considered. Respondents are permitted to use charts, tables, diagrams, pictures, and illustrations as part of their responses.

Panel Members should ensure that all documents requiring signature are signed as requested, which can include an electronic signature.

# Tender Submission

Panel Members should follow the guidelines in the ICT Framework ITT document set for the relevant lot/sub-lot when responding to this Further Competition. All tender responses must be uploaded to the My Tenders portal (<http://www.mytenders.co.uk>) by the deadline specified in the **Summary Table** or on the My Tenders portal. The portal automatically closes at the specified time and no bid submissions will be accepted after this time. ITT submissions by hand, post, fax, or other electronic means will not be accepted unless by prior agreement with enFrame. If Panel Members are experiencing issues with the My Tenders portal and can’t upload their bid submission, they should contact the My Tenders Support Team to resolve and email [info@enframe.org.uk](mailto:info@enframe.org.uk) immediately.

# Evaluation Criteria and Process

Panel members should answer all AQs inthe **Award Questionnaire**. The AQs will be marked using the same scoring formula used for the ICT Framework procurement and documented in the ICT Framework ITT documentation.

Following the evaluation of tenders in accordance with the evaluation process set out in this ITT, the Panel Members who offer the **Most Economically Advantageous Tenders** will be selected. enFrame will inform the successful Panel Member via the portal and by email.

Following the ten-day Standstill Period and subject to there being no substantive challenge to that intention, the Call-off Contract will be signed by the Contracting Authority and the successful Panel Member.

The conclusion of the Further Competition is subject to contract (including the satisfaction of any conditions precedent) and subject to the provision of any necessary documentation or other means of proof, which must be provided to enFrame CIC within 5 working days.

Yours Sincerely,

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Eleanor Platt

enFrame CIC