Appendix 1

**Carmel Education Trust**

# **Invitation to tender for the provision of**

**Health & Safety Advice & Guidance**

## 1.0 Introduction

Carmel Education Trust (The Trust) is a highly successful multi academy trust comprising 10 academies within Darlington, Stockton and Billingham. The Trust wishes to engage a suitably qualified and experienced Health & Safety Advisor to provide strategic and operational advice and guidance to all academies.

## 1.1 Commencement and Duration of Contract

The contract will commence on 1 September 2019 and will run for a period of three years ending on the 31 August 2022 subject to EU Procurement Regulations.

## 2.0 Trust Information

The Trust comprises 10 academies located in Darlington, Stockton and Billingham in two Local Authority areas (Darlington and Stockton) and within the Roman Catholic Diocese of Hexham & Newcastle.

Staff numbers at each academy are as follows:-

|  |  |  |
| --- | --- | --- |
| **School** | **Full Time Equivalent** | **Headcount** |
| Our Lady & St Bede, Stockton | 90.1 | 106 |
| St Bede’s Catholic Academy, Stockton | 26.32 | 37 |
| Holy Family RC Primary School, Darlington | 18.37 | 26 |
| St Augustine’s RC Primary School, Darlington | 18.75 | 27 |
| St Gregory’s Catholic Academy, Stockton | 27.5 | 38 |
| St Michael’s Catholic Academy, Billingham | 94.06 | 111 |
| Carmel College, Darlington | 173.76 | 200 |
| St Bede’s Darlington | 25.05 | 34 |
| Holy Rosary, Billingham | 22.8 | 36 |
| St Joseph’s Billingham | 32.72 | 50 |
| \*St Teresa’s, Darlington | 29.5 | 39 |
| \*\*St Williams RC Primary School, Trimdon | 1 Form Entry | |
| \*\*St Johns the Evangelist Primary School, Billingham | 1 Form Entry | |
| \*\*St Joseph’s Primary School, Billingham | 1 Form Entry | |
| \*\*St Paul’s Primary School, Billingham | 1 Form Entry | |

Additional Information:-

* \*St Teresa’s in Darlington although still a Maintained School is supported by the Trust following the deferral of conversion to Academy status in September 2018 as a result of a significant insurance claim relating to building subsidence. Dependent on the progress of the insurance claim the school may join the Trust in September 2019. Tenderers should include this school within their pricing.
* \*\*St Williams, St Johns, St Joseph’s, Billingham and St Paul’s are in the process of joining the Trust with a planned conversion date of 1st September 2019. Tenderers should include these schools within their pricing.
* Our Lady & St Bede is currently undertaking a £5M refurbishment and new build project, administered through Stockton Borough Council.
* Holy Family has recently completed a £1M refurbishment and rebuild project.
* St Michael’s has completed a PSBP re-build during 2016
* Asbestos is present in all but two academies.
* Carmel College is a Teaching School and ITT provider.
* Our Lady & St Bede has an SEN Base (Autism)
* Catering and Cleaning provisions are ‘in house’

The Trust is in a continuing period of expansion and Tenderers are also requested to include within the Questionnaire & Tender Pro Forma, prices for additional schools including Primary (1 Form Entry) and Secondary (7 Form Entry).

## 3.0 Key Requirements

The Trust is looking for organisations that can demonstrate;

* Their understanding of the unique context a Multi-Academy Trust.
* An ability to provide effective support to the Directors, Heads and senior staff within the Trust.
* A proactive supportive approach
* Proven track record of working within similar settings
* Ability to work flexibly and respond within agreed timetables

We require support, advice and guidance in the following areas:-

* Compliance with DfE, EFA, HSE and other statutory legislation together with development of best practice procedures.
* Policy writing including annual review of Health & Safety Policy for each academy
* Annual workplace inspections and production of report to Directors including action plan
* Educational Visits
* Annual review of the Fire Risk Assessment
* Legionella risk management
* Asbestos risk management
* LEV risk management
* Liaison with key staff, assessment of their training needs
* DSE assessments
* Accident investigation, liaison with insurers and legal advisors
* RIDDOR reporting as necessary
* Construction Projects
* Development of policy & procedure to mitigate risk
* External audits e.g. RPA/Insurance
* Training for Directors, Heads & Senior Staff
* Review of training requirements for Trust Staff.

We would expect the successful Tenderer attends relevant Board, Committee, Working Group meetings in relation to the scope of the Tender.

**4.0 Instructions to Tenderers**

## Tender Returns Requirements

Please complete the Questionnaire & Tender Pro Forma.

Please also supply the following information;

* Details of how you meet all Key Requirements in section 3, above
* Information about your organisation and the key personnel who will be involved
* Examples of other relevant clients
* Quality assurance procedures
* Your last two years financial statements

This information may be provided in your standard format.

**Full completion of the Questionnaire & Tender Pro Forma is a condition of tendering.**

The Tenderer shall tender its prices / costs in accordance with the instructions below. Prices / costs are to be submitted exclusive of VAT price / cost and any VAT (detailing the rate applied) that may be applicable as a separate figure / column.

## Interpretations

In these Instructions to Tenderers, unless the contrary intention appears:-

1. “**Tender**” means any offer submitted in response to this Invitation to Tender.
2. “**Tenderer**” means any person, partnership or organisation, invited to submit a Tender.
3. “**Trust**” means the Academy Trust listed in section 1 of this document.

## Canvassing

Any Tenderer who directly or indirectly canvasses any Governor or employee of the Trust concerning this or any other tender shall be disqualified.

## Commercially Sensitive Information

All information supplied by the Trust in connection with this tender shall be treated as confidential by each Tenderer. The Tenderer must not disclose that they have been invited to tender or release details of the tender document other than on an “In Confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

The tender and its accompanying documents are and shall remain the property of the Trust. They should be securely disposed of immediately in any event, if the Tenderer does not wish to, or is unable to, submit a Tender.

**Freedom Of Information**

The Trust is committed to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Trust may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received.

## Collusive Tendering

Any Tenderer who:

1. fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other person; or
2. communicates to any person other than the Trust the amount or approximate amount of its proposed Tender; or
3. enters into any agreement or arrangement with any other person to refrain from tendering; or
4. offers or agrees to pay or give or does pay any sum of money, inducement or valuable consideration directly or indirectly to any person in relation to any other Tender;

will be disqualified (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability, which such conduct by a Tenderer may attract). If the Contract has unwittingly been awarded to such a Tenderer it may be terminated forthwith.

## 5.0 Timetable

|  |  |
| --- | --- |
| Phase | Due By |
| Issue of Tender | **17th May 2019** |
| Closing Date for return of Tenders | **10th June 2019 1.00pm** |
| Evaluation of Tenders & Invitation to 2nd Stage (Interviews) | **14th June 2019** |
| H&S Provider Interviews | **17th June 2019** |
| Finalise Tender Evaluation Report and Recommendation | **W/C 24th June 2019** |
| Award Contract | **1st July 2019** |
| Implementation Phase/ Contract live | **1st September 2019** |

**6.0 Tender evaluation and award**

### Financial assessment

The Trust may seek a reference from a properly recognised business risk reference agency in order to establish whether the Applicant has satisfactory financial status. The reference will be sought by means of the tenderer's Company Number or other corporate reference.

### Business Activities and References

Tenderers who are unable to demonstrate that relevant business activities are a core part of their business and that they have experience of managing similar significant education related contracts or equivalent and have adequate existing resource levels with relevant experience will not be considered further. In addition, where unsatisfactory references are provided by the referees this will also constitute a fail.

The Tenders will be evaluated to ascertain the most economically advantageous tender in determining the appointment. The award will be based upon the evaluation of the proposals submitted in response to the documents supplied, relevant references, a price and quality scoring mechanism and the results of negotiations.

The following criteria will be applied:

* 20% Demonstrable ability to resource the provision with appropriately experienced and qualified staff.
* 20% Demonstrable experience of success in undertaking similar work and in comparable education settings
* 20% Quality of approach in delivering services
* 40% Cost

## Submission of Tender

Please return your fully compliant tender to the address below by 1 pm 10th June 2019

FAO Tyler Holmes

Carmel Education Trust

The Headlands

Darlington

Co Durham

DL3 8RW

**Submissions should be in a sealed envelope and clearly marked as “Tender submission’.**

Tenderers should ensure that they submit:

1. The completed Questionnaire & Tender Pro Forma, and;
2. Any supporting information indicating how they comply with the 3.0 Key Requirements noted above.

### General

The submission of the Tender shall not in any way bind the Trust to enter into an Agreement with the Tenderer or involve the Trust in any financial commitment in this respect.

The Trust reserves the right to verify information that applicants provide at the tender stage and disqualify an application if an error, omission or mistake is discovered. This applies, no matter what stage has been reached in the tender process.

The Trust reserve the right to terminate any Agreement we award if, at any time thereafter, we discover that the Tenderer has made any material misrepresentation in their tender.

The Trust reserves the right to cancel the tendering process and reject all Tenders at any time prior to award of Agreement without incurring any liability to the affected Tenderers.

All unsuccessful Tenderers will be offered the opportunity to be given a telephone debriefing.

By issuing this invitation we are not bound in any way and do not have to accept the lowest or any tender. You will not be entitled to claim for any costs or expenses, which you may incur in preparing your tender whether or not your tender is successful.

**QUESTIONNAIRE & TENDER PRO FORMA**

| **Ref** | **Information Required** | **Response** |
| --- | --- | --- |
| 1. | Full title of organisation. |  |
| 2. | Address of registered office. | Post Code:  Tel No: |
| 3. | Registered Company Number. |  |
| 4. | Date business commenced. |  |
| 5. | If the applicant organisation is a member of a group, please provide the name and registered address of the head office. | Post Code:  Tel No: |
| 6. | Please specify any potential conflicts of interest or close relationships between any staff of the applicant organisation and the Trust staff and/or Directors. If none, please specify "None". |  |
| 7 | Please provide details of the organisation's;  Professional indemnity insurance cover.  Public liability insurance | Name of Insurer:  Policy No:  Renewal Date:  Limit of Indemnity:  Name of Insurer:  Policy No:  Renewal Date:  Limit of Indemnity: |
| 8. | Within the last 3 years, have there been any enforceable judgments, mortgages or charges against the organisation or its directors? |  |
| 9. | Has the organisation had a contract (similar to this) terminated prematurely during the last 5 years? | *If yes please provide further Information.* |
| 10. | Has the organisation had to pay financial penalties or had payment deducted from monies arising from failure to perform in accordance with its contractual obligations, during the last 5 years? | *If yes please provide further information.* |
| 11 | Please provide details of your and recruitment and vetting processes. |  |
| 12 | Please outline the professional qualifications, skills and experience of the team. |  |
| 13 | Please outline any proposed areas of non-compliance with the specification. |  |
| 14 | References- please provide at least two references for similar contracts within the educational environment. |  |
| 15 | Please attach your last two years audited financial statements. |  |
| 16 | Tender Price for 2019/2020 Academic year excluding VAT |  |
| 17 | Tender Price for 2020/21 Academic year excluding VAT |  |
| 18 | Tender Price for 2021/22 Academic year excluding VAT |  |
| 19 | Tender price of one additional Primary School (1 Form Entry) per year excluding VAT |  |
| 20 | Tender price of one additional Secondary School (7 Form Entry) per year excluding VAT |  |
| 21 | Please outline any ‘value added’ which may be to the advantage of the Trust and within tender price. |  |
| 22 | Please outline any opportunities which may be available to the young people of the Trust, for example, training & development, work experience, careers advice & guidance. |  |

**It is important that all the questions are addressed (if a question is not valid please indicate “N/A or None”). If you wish to add any further information please attach a supplemental document.**