



Ponterfract Academies Trust  
Barracks Business Centre  
Wakefield Road  
Ponterfract WF8 4HH

## INVITATION TO TENDER

Dear potential bidder

### INVITATION TO TENDER (ITT) FOR PROVISION OF FULLY MANAGED LETTINGS SERVICE AT CARLETON HIGH SCHOOL AND THE KING'S SCHOOL

- 1 The Trust is procuring an external DPO service for its 8 school all in Ponterfract comprising of two secondary and six primary schools. Further information about the Trust and schools can be found at [www.ponterfractacademiestrust.org.uk](http://www.ponterfractacademiestrust.org.uk)

Information about the two schools can be found on their websites:

<https://carletonhigh.patrust.org.uk/>

[The King's School \(patrust.org.uk\)](http://TheKing'sSchool.patrust.org.uk)

- 2 Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3 An electronic copy of your tender must be received by [tender@patrust.org.uk](mailto:tender@patrust.org.uk) no later than 16 April 2021 at 12 noon. Late tenders will **not** be considered.
- 5 Please contact me if you have any questions about the tendering procedure.

I look forward to your response.

Yours sincerely

Joy Bell  
Director of Operation

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### INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

- 1 These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please email [tender@patrust.org.uk](mailto:tender@patrust.org.uk) if you have any questions. Pre-tender negotiations are **not** allowed.

#### Contract Period

- 2 The contract is to start as soon as possible in line with government Covid restrictions.

#### Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT is not given at the time of tendering.

#### Returning Tenders

- 4 All bids should be sent electronically to [tender@patrust.org.uk](mailto:tender@patrust.org.uk). The Trust will send a confirmation of receipt of bid email.

Tenders must be delivered by 16 April 2021 at 12 noon.

#### Receipt of Tenders

- 5 Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

#### Acceptance of Tenders

- 6 By issuing this invitation the Trust is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender, unless the tenderer expressly stipulates otherwise in their tender.

#### Inducements

- 7 Offering an inducement of any kind in relation to obtaining this or any other contract with the Trust will disqualify your tender from being considered and may constitute a criminal offence.

#### Confidentiality of Tenders

- 8 Please note the following requirements, you must not:
  - Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
  - Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
  - Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

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Failure to comply with these conditions may disqualify your tender.

### **Costs and Expenses**

- 9        You will not be entitled to claim from the Trust any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

### **Debriefing**

- 10       Following the award of contract, debriefing will be included on request.

### **Evaluation Criteria**

- 11       The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender.

### **Freedom of Information**

- 12       The Trust is committed to open government and 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. Please also note that the receipt of any material marked 'confidential' or equivalent by the Trust should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

### **Tender Period**

- 13       3.3 years. Years 2 and 3 will be subject to a satisfactory annual review. A further two years subject to a performance review.

### **Basis of the Contract**

- 14       Your offer of terms and conditions will form the basis of the contract between the successful tenderer and the Trust.

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### Timetable

- 16 This timetable is provisional and may be subject to change but will be adhered to by the Trust as far as reasonably possible.

ACTIVITY	TIMESCALE
Advertise	26/3/2021
Submission deadline for receipt of bids	16/4/2021 @ noon
Award contract	30/4/21

### Format of Bids

- 17 Tenderers should present their proposals confirming the service against the tender

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### BACKGROUND

Pontefract Academies Trust is a cross phase Multi Academy Trust comprising of eight schools: six primaries and two 11-16 secondary schools. We are a medium sized family of schools all located within Pontefract educating over 3500 children and young people across the town.

The Trust mission is to run top-quality, high-achieving schools that give our children and young people the chance in life they deserve. Our vision is one where every child and young person makes outstanding progress.

The Trust is seeking to commission a third-party provider to deliver a fully managed lettings service at the two secondary schools which are Carleton High School and The King's School.

Both of these schools have a range of both indoor and outdoor facilities that are made available for the local community to use outside of school hours namely sports halls, gyms, a fitness suite, main halls / theatre, drama and dance studios, hard courts for netball and tennis and grass pitches for sports such as rugby and football. Details of the facilities are set out below;

Carleton High School	The King's School
Theatre and stage and PA system also available if required	Hall and stage and PA system also available if required
Sports Hall	Sports Hall
Gym	Gym
Netball/Tennis Court	Netball/Tennis Court
Football Pitch	Cricket Pitch
Rugby Pitch	Football/Hockey/Rugby Pitch
Fitness Suite	Changing Rooms**
Changing Rooms	Drama Studio
Dance Studio	Classroom
Conference Room (downstairs near dining area)	Classroom facilities
Dining area	ICT suite
Classroom facilities	Conference Room
Meeting rooms	Meeting rooms

The service provided will:

**Offer a fully managed service including :**

- Securing the site
- Provide all first aid requirements
- Fully insured
- All staff enhanced DBS cleared
- Full insurance
- Provision of risk assessment
- Uniformed staff
- Safer recruitment process and checks carried out for all staff placed in the schools
- Marketing and promotion

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The fixed price contract will run from 1 May 2021 or as soon after as possible to 31 August 2024 with the option to extend for a further two years subject to satisfactorily meeting quality standards. The Trust will have the option to terminate the contract if service standards are not met. Please submit the service standards proposed.

The historic lettings income generation over recent years is set out below;

School	Academic Year	Annual Lettings Income
Carleton High School	2019 / 2020	£ 5,854.82
Carleton High School	2018 / 2019	£14,682.01
Carleton High School	2017 / 2018	£18,496.34
Carleton High School	2016 / 2017	£13,687.57
The King's School	2019 / 2020	£ 6,924.00
The King's School	2018 / 2019	£10,030.00
The King's School	2017 / 2018	£10,598.50
The King's School	2016 / 2017	£13,915.00

It should be acknowledged that income generated in 2019 / 2020 is not atypical as a result of the closure of the schools and consequently ceasing all lettings as a result of government guidance relating to COVID-19. It should be further acknowledged that at present indoor lettings are not taking place at either school so, all letting are subject to a satisfactory Covid risk assessment and compliance with any government guidance and restrictions.

Please supply a draft contract. The Trust reserves the right to amend the contract subject to legal review and agree amended terms and conditions with the successful bidder.

### Pricing model

Provide a clear financial model outlining both the % of income returned to the school and the projected income expected to be generated through sales.

Be transparent around which facilities offered will generate these letting and the associated projected sales and income for the Trust/school

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### Evaluation model

#### 0-5 scoring system:

Assessment	Score	Summary
Excellent	5	Very strong evidence of requirements met.
Good	4	Sufficient evidence provided of requirements met
Acceptable	3	Reasonable evidence of requirements met
Minor Reservation	2	Some evidence of requirements met but with important omissions
Serious Reservations	1	Very little evidence of requirements met
Unacceptable	0	No evidence/response

### Scoring and weighting grid

Your capability to perform the contract will be evaluated using the criteria set out below and the scoring matrix above. The highest scoring bid will be considered the most economically advantageous tender and the successful bidder (subject to the standstill period).

#### Scoring Grid example

	Assessment Criteria (should clearly state expected outcomes in each heading)	Weighting	Assessment Score (0-5)	Total score
Ref	Requirements met	40		
Ref	Price and Costs	60		
	<b>TOTAL</b>	100		

### References

Supply two school/trust references the Trust are able to contact.

### Note

A financial check may be performed on the preferred bidder.