



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

## INVITATION TO TENDER

Dear potential bidder

### INVITATION TO TENDER (ITT) FOR PROVISION OF DATA PROTECTION OFFICER SERVICE

- 1 The Trust is procuring an external DPO service for its 8 school all in Pontrfract comprising of two secondary and six primary schools. Further information about the Trust can be found at [www.pontrfractacademiestrust.org.uk](http://www.pontrfractacademiestrust.org.uk)
- 2 Enclosed are:  
  
Document 1 Instructions and information on the tendering procedures.  
Document 2 Specification
- 3 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.
- 4 An electronic copy of your tender must be received by [tender@ptrust.org.uk](mailto:tender@ptrust.org.uk) no later than 8 March 2021 at 12 noon. Late tenders will **not** be considered.
- 5 Please contact me if you have any questions about the tendering procedure. The enclosed Document 1 also contains details for providing you with further information or clarification of the Trust's requirement.

I look forward to your response.

Yours sincerely

Joy Bell  
Director of Operation

## 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 contact Joy Bell, Director of Operations on 01977 232148 if you have any questions.,. Pre-tender negotiations are **not** allowed.

### Contract Period

- 2 The contract is to be for 3 starting on 1 April 2021.

### Incomplete Tender

- 3 Tenders may be rejected if the information asked for in the ITT and Specification 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 8 March 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.
- 12 Your capability to perform the contract will be evaluated using selection and award criteria set out in Annex 1.

### **Freedom of Information**

- 13 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**

- 14 Three years. Years 2 and 3 will be subject to a satisfactory annual review.

### **Basis of the Contract**

- 15 The specification in Document 2, and your offer of terms and conditions will form the basis of the contract between the successful tenderer and the Trust.

## OFFICIAL: COMMERCIAL

### 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	15/2/2021
Submission deadline for receipt of bids	8/03/2021 @ noon
Award contract	12/3/2021

### Format of Bids

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

## SPECIFICATION

**1 Service requirements**

<b>Essential</b>
Annual price ( excluding vat) for each year  Year 1 Year 2 Year3
Full Annual Compliance Review
Meeting to discuss GDPR compliance state onsite or virtual
Action Plan explain how this will be customized to meet the requirements of the Trust
Unlimited advice via helpline (email and telephone)
Support re Information Sharing Agreements
Data Processor support
Information Security Incident/ Data Breach support
Single point of contact for liaison with ICO
Support re Data Protection Impact Assessments
Access to GDPR resources
Regular bulletins and e briefings, state frequency and attach 3 examples
Unlimited e learning modules
<b>Desirable</b>
Training/workshop places – state how many and mode of delivery, ie virtual or onsite
Themed Audit – explain how the theme will be determined

## Annex 1

### Evaluation scoring matrix

The following is an example of the type of scoring matrix that could be used for bids in the Award Stage.

#### 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

#### Example 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
<b>Ref</b>	<b>Requirements met</b>	50		
	Specification of essential requirements met	45		
	Specification of essential requirements met	5		
<b>Ref</b>	<b>Price and Costs</b>	50		
	Price excluding VAT per pricing schedule	50		
	<b>TOTAL</b>	100		