

Invitation to Tender (ITT)

The Mead Educational Trust

Date of Issue:
08 July 2024

ITT Contact

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Tenderers should note that the award of the contract is expected during August 2024

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2.2 Evaluation criteria

The Bid process will be conducted in a manner that ensures Bids are evaluated fairly to ascertain the most economically advantageous Bid using the following criteria:

Criteria	Weighting
Company background, Experience and Indemnity	25
Proposed Team Qualifications and Experience	15
Proposed Key Performance Indicators (KPI's) / Service Delivery Measures (SDM)	25
Outcomes	20
Fees	15
TOTAL	100

Bidders should note that the overall weightings for each criterion are fixed. Details of criteria are:

2.3.1. Company background, Experience, and Indemnity *Weighting 25%*

- 1 Bidders should provide details of the company's trading history, services provided, client base and an indication of the size and number of clients served annually (and in the academies sector) number of employees, location of sites and

- 1 Bidders should provide details of the proposed delivery team; the actual personnel undertaking the work, along with relevant experience, qualifications, and their specific input to service provision / delivery and any other relevant information.
- 2 Bidders should provide details of a key / lead contact who will act as the relationship manager to the Trust.
- 3 Bidders should set out the added value you can provide to the Trust and a summary of the key reasons why we should appoint your firm.

2.3.3 Proposed Key Performance Indicators (KPI s) / Service Delivery Measures (SDM) *Weighting 25%*

- 1 Bidders should set out the KPI's / SDM's that you typically establish / produce for your clients.

2.3.4 Outcomes *Weighting 20%*

TMET are looking for a legal partner who can

Scoring Definitions

Each criterion will be scored using the following definitions:

¹ SCORE	DEFINITION
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2.7 Timetable for Bid and award of Contract

The intended timetable is:

08 July 2024	Invitation to Tender document and associated documents issued to selected companies
10 July 2024	Recipients to show an expression of interest in submitting a bid for tender
By 12pm on 15 July 2024	Tenderers submit questions and comments regarding Tender documents.
By 4pm on 17 July 2024	The Mead Educational Trust responds to questions and comments via email to all Tenderers
By 12pm on 26 July 2024	Bidders submit Tender.
Monday 5 August 2024	Tenders are shortlisted
Thursday 8 August 2024	Shortlisted tenderers invited to present to panel either face-to-face or online via Teams
August 2024	Contract Award (after approval by Executive Team)

3. List of Appendices

Appendix A: Legal Services Requirements 2024

Appendix B: Questions and Clarifications Template - Bidder to complet Tm0 g0 [G]TJETQq0.000008866 0 594.96 8