

Cisco Meraki

Invitation to Tender

Mathew Lister

27/04/2018

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I. Introduction

I.1 About the Trust

Students First: raising standards and transforming lives.

Outwood Grange Academies Trust (OGAT) is a not for profit sponsor of primary and secondary academies and is recognised nationally as one of the highest performing chains of schools and is the highest performing family of schools in the North of England. We have developed our educational blueprint from the original school at Outwood Grange Academy and used this to sponsor schools, having a transformational effect on children's life chances within very quick timescales.

All academies work closely with each other as a 'family of schools'. Indeed, each academy individually and collectively forms the trust: the trust as a whole is not a separate body or group of people but rather one single organisation made up of all our academies with one single vision and shared set of values. Together we all work to ensure that all children, irrespective of their starting point, receive an excellent education. We relish the opportunity to be part of the much needed regeneration of all areas we work in.

We pride ourselves in meeting the needs of all children in our care, including those who are most vulnerable or challenging. These groups of students are a major priority and we work closely with parents/carers in helping to raise their children's self-esteem, resilience and subsequent achievement and attainment.

Further details of the Trust can be found on our website: www.outwood.com

I.2 About This Tender

The Trust is seeking a single one off Supply of Cisco Meraki wireless hardware and licensing,

The preferred supplier will be chosen no later than the 18th May 2018 and must be able to deliver all hardware **before the 29th June 2018** to the below address:

Stephen Boyington
Outwood Academy Foxhills
2 Foxhills Road
Scunthorpe
North Lincolnshire
DN15 8LJ

I.3 Overview of Requirements

The supplier will agree and provide:-

Description	QTY
Meraki MR42 Wireless Access Point	80
Meraki 5 Year Enterprise License	80

I.4 Objective of Tender

The Trust wishes to achieve the following objectives following this tender process:

- Appoint a single supplier of Meraki wireless access points and licensing
- Ensure the Trust are achieving excellent value for money
- Delivery within required timescale

I.5 Instructions to Tenderers

It is essential that all suppliers submitting a proposal read all of the instructions in this section very carefully and comply with all of them. Failure to do so may result in suppliers being excluded from the tender process.

I.5.1 Queries Relating to the Tender

If tenderers have queries regarding the Invitation to Tender they should be submitted in writing to Mathew Lister, Assistant Director of Technology, m.lister@outwood.com. Queries should be submitted no later than 04/05/2018. One week prior to the tender closing. Any queries received later than this may not be responded to in time. If the answer contains information of material significance those answers will be communicated to all companies involved in the tender process.

I.5.2 Response Format

One of the major issues when evaluating large tenders is being able to accurately compare each company's proposal. To ensure this process is as straightforward as possible all of your responses will need to be submitted in a prescribed format.

The Trust, therefore, requires the following information within your tender to be provided on the templates provided in the appendices to this document:

I.5.3 Completion of Tenders

Tenders must be submitted in accordance with all instructions contained within this document. Please read the Invitation to Tender document very carefully and answer all questions asked and provide all of the required information in sufficient detail to allow the project team to make an informed decision. Failure to comply with these instructions will result in your tender being marked down and could result in your expulsion from the process.

- Appendix A – Response to tender
- Appendix B – Pricing Schedule

I.5.4 Return of Tender Documents

Completed tenders submissions must be received by the Trust no later than 11/05/2018 and should be emailed to:-

k.furniss@outwood.com

The tender submission must be provided in an electronic format. The electronic copy of your tender response must be provided in either PDF format, MS Word or MS Excel or a combination of the above. Images (e.g. copies of certification etc.) can be supplied in PDF or JPG format.

Your tender submission must not be e-mailed to any member of Trust’s staff prior to the Tender Submission Date.

Paper submissions will NOT be accepted.

I.6 Freedom of Information

The Freedom of Information Act (FOIA) 2000 applies to all information held by public bodies.

Outwood Grange Academies Trust is a designated body under the FOIA, and subject to the disclosure requirements and therefore all of the information the Trust holds about a company is potentially covered by the FOIA. Examples of the types of information which are within the scope of the legislation include:

- Information which we might gather in the run up to a procurement exercise.
- Information provided by prospective suppliers as part of the tendering process.
- Contracts and associated documents, such as the correspondence connected with negotiating a contract.
- Information supplied by the contractor during the delivery of a contract, and information relating to our monitoring of the contract.

Requests for this type of information have to be handled like any other FOIA request and therefore must be provided unless a valid exemption applies.

I.7 Award Criteria

The Trust will select a supplier based on the most economically advantageous tender, not necessarily the lowest price. The following criteria will be used to appoint a preferred supplier.

Criteria	Marks
Price	90
Ability to Deliver on Time	10

2. Specification

2.10 Invoicing

Invoicing will need to be made based on the purchase orders created.

2.11 Payment Terms

The Trust's payment terms are 30 days from date of invoice.

3. Pricing

3.1 Pricing Structure

The quoted prices must exclude VAT.

Suppliers should submit their proposed prices using the template provided in Appendix B.

3.2 Additional Costs

As part of their submission suppliers should outline any other additional costs that might be charged to the Trust.

4. Your Proposal

To ensure simple comparison of bids it is essential that each supplier provides all of the information requested by the Trust in the format which it is requested. Therefore bidders must fully complete the table provided in Appendix B before submission.

4.1 GDPR Information

The Supplier shall Process Personal Data in performing the Services as notified by Outwood Grange Academies Trust only for as long as required and for no longer than the term of this Contract.

The Supplier warrants that it shall:

- (a) Process the Personal Data in compliance with Law
- (b) Take appropriate technical and organisational measures against Data Breach.

The Supplier agrees to indemnify and keep indemnified and defend at its own expense the Outwood Grange Academies Trust against all costs, claims, damages or expenses incurred by the Trust or for which the Trust may become liable due to any failure by the Supplier or its employees or agents to comply with any of its obligations under this Clause.

4.2 Modern Slavery Act – Conditions of Supply

All procurement must be carried out in compliance with the principles of the EU Treaties, include the free movement of goods (Article 28 of the EC Treaty), the right of establishment (Article 43), the freedom to provide services (Article 49), non-discrimination and equal treatment, transparency, proportionality and mutual recognition. For most goods and services where contracts will have a value over their lifetime in excess of the OJEU threshold, a strict procedure must be followed in compliance with the Public Contracts Regulations 2015 and related regulations.

By bidding on this tender Suppliers and Contractors are confirming compliance with the Modern Slavery Act 2015 as a supply condition of supply for goods/services provided in this tender

4.3 Appendices to Supplier Proposals

Bidders may wish to provide additional information over and above what they have provided in the two templates. If this is the case then the information can be presented in an appendix. Any appendices must be very clearly referenced so that the Trust's project team can find them quickly and easily. If the referencing is not clear and the appendices are difficult to locate then the project team may not be able to review the submission properly.

Any appendices must be entitled Appendix 1, Appendix 2 etc. rather than Appendix A, Appendix B etc. This is to ensure there is no confusion between the appendices provided by the Trust in this Invitation to tender and those provided by the supplier in their submission.

Appendix A – Response to Tender

Cisco Meraki

- 1 We, _____ (Name(s) in Block Letters) hereby offer and undertake on the acceptance of this tender to supply goods and services as specified in the Requirements Specifications under Part 2 of your Invitation to Tender and under the Instructions to Tenderer and Conditions of Contract in Part 1 of your Invitation to Tender.
- 2 Our Tender is fully consistent with and does not contradict or derogate from anything in Part 1 of your Invitation to Tender or downgrade anything in your Requirement Specifications. You are entitled to reject our tender if it is inconsistent with or contradict or derogate from anything in Part 1 of your Invitation to Tender or downgrade anything in Part 2 of your Invitation to Tender.
- 3 We undertake that we shall as and when required by you to execute with you a formal agreement in the appropriate form incorporating the Conditions of Contract set out in this Invitation to Tender together with such further terms and conditions, if any, agreed between Outwood Grange Academies Trust and the bidder. Until the said formal agreement is prepared and executed, this offer together with your written acceptance thereof, shall constitute a binding agreement between us.
- 4 **OUR OFFER IS VALID FOR ***** CALENDAR DAYS FROM THE CLOSING DATE OF THIS TENDER.**
- 5 Our price (herein referred to as "the Contract Price") for the goods and services to be supplied by us is _____.
- 6 A breakdown of the Contract Price for the goods and services is given in the priced schedule attached hereto.
- 7 We further undertake to give you any further information which you may require.
- 8 We warrant, represent and declare that we are duly authorised to submit, sign this tender, receive instruction, give any information, and accept any contract and act for and on behalf of _____ (Insert Name of company).
- 9 **As 'Processor' we agree to implement the appropriate technical and organisational measures to comply with the legal obligations under the new Data Protection Legislation (May 2018)**

Authorised Signature

Name :

Designation :

Dated this _____ day of _____, 20_____

NOTICE: This Form duly completed MUST accompany every Tender Proposal. Any change to its wordings may render the Tender liable to DISQUALIFICATION

Appendix B – Pricing Schedule

Description	QTY	Price
Meraki MR42 Wireless Access Point	80	
Meraki 5 Year Enterprise License	80	
Delivery (if applicable)	1	
	Total	

- Please Detail any further discount for early settlement payment

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