



## **QUALIFYING QUESTIONNAIRE**

**V 1.0**

### **Management Information System and Associated Services**

**To be completed and returned with supporting documents by  
Midday on Thursday 14<sup>th</sup> October 2021**

To: Rachael Hollinshead  
E-mail to [Rachael.hollinshead@oxford.anglican.org](mailto:Rachael.hollinshead@oxford.anglican.org)

To: Mr Steve Smith  
E-mail to [steve.smith@moxton-education.com](mailto:steve.smith@moxton-education.com)

Electronic Submission will be acceptable at this Stage

## **BASIS AND CRITERIA FOR ACCEPTANCE**

### **Management Information System and Associated Services**

#### **SHORT-LISTING PROCESS**

**This qualification questionnaire is divided into three sections:**

**Section A** requires you to provide background information about your company.

**Section B** requires you to provide evidence that you satisfy the Trust's requirements to be considered for inviting to tender. Any items where the Trust at its sole discretion considers that you do not meet its requirements will preclude your company from being invited to tender.

**Section C** requires you to provide references that match as closely as possible the services to be provided under this contract. Referees will be asked to provide information about your performance and your delivery of the service to the contract standard.

These responses will be ranked by the Trust and a minimum of the top 3 companies shall form the basis of the shortlist of companies invited to tender for this MIS Service, provided that they continue to express an interest to do so. The duration of the contract will be set as not less than three years and not more than six, as it will contain options to renew up to the point a replacement service is in place should that be the outcome of a future procurement process. As it is currently envisaged, the contractual approach to be adopted is described in **Section 3. The Plan Going Forward** which is covered below.

Should applicants have any questions regarding this pre-qualification process or the information provided please submit them to Mr Steve Smith via e-mail, [steve.smith@moxton-education.com](mailto:steve.smith@moxton-education.com) and Ccd to Rachael Hollinshead via [Rachael.hollinshead@oxford.anglican.org](mailto:Rachael.hollinshead@oxford.anglican.org), or should speak to Steve Smith by telephone on 07831 245572.

The closing date for applicants to submit questions is **17:00 on Thursday 30<sup>th</sup> September**. The Trust will provide an electronic response to all questions and to all applicants who have expressed an interest by **18:00 on Thursday 7<sup>th</sup> October**.

Completed Qualification Questionnaires, with all relevant additional information, must be submitted to the Trust by **Midday on Thursday 14<sup>th</sup> October 2021**. Submissions received after this date and time may not be accepted.

**Companies are advised that failure to respond to all the questions within the Qualification Questionnaire and/or failure to submit the necessary supporting documents and/or failure of referees to respond to reference requests and/or references deemed by the Trust to be poor may render their submission non-compliant and as such they may not be invited to receive the ITT for the Oxford Diocesan Bucks Schools Trust (henceforth ODBST) Management Information System and Associated Services**

## 1. Background, Context and Essential Information

### Background

ODBST is an ambitious and aspirational multi-academy trust of eleven infant/junior/primary schools reaching across Buckinghamshire and Milton Keynes. It was established in September 2017 so that the Oxford Diocese could continue to support its schools through the academisation programme, but through a structure that enabled complementary, smaller MATS as opposed to continuing to grow one larger one.

ODBST schools achieve high educational standards and the Trust is characterised by its excellent provision and clear focus on school improvement. Its mission is to empower its unique schools to excel and for their children and young people to be able to 'experience life in all its fullness' which, although this is rooted in a Christian narrative (taken from John 10:10), is what it wants for all its pupils irrespective of their faith. This is borne out by the fact that several community schools have chosen to join ODBST.

Bidders should assume that there will be one MIS contract, let by ODBST, on behalf of all its schools.

The ODBST Website is <https://www.odbst.org.uk/>

**Table 1: Schools, current MIS arrangements and numbers on roll**

	School Name	Provision	MIS	MIS Supported by:	NoR
1	Woodside Junior	Junior	SIMS	Bucks ICT Traded Services MIS support	240
2	Chesham Bois	Primary	SIMS	Bucks ICT Traded Services MIS support	217
3	Elm Tree Infant	Infants	SIMS	Turn IT On MIS support	201 plus 70 in nursery
4	Thomas Harding Junior	Junior	SIMS	Bucks ICT Traded Services MIS support	215
5	St Johns Primary	Primary	SIMS	Turn IT On MIS support	218
6	Longwick Primary	Primary	SIMS	Bucks ICT Traded Services MIS support	192
7	St Marys Primary	Primary	SIMS	Bucks ICT Traded Services MIS support	444 plus 50 in nursery
8	Padbury C of E	Primary	RM Integris	RM directly	105
9	Great Horwood C of E	Primary	SIMS	Bucks ICT Traded Services MIS support	61 plus 5 pre-school
10	Curzon C of E	Primary	Arbor	Arbor directly	153
11	Christ the Sower Ecumenical	Primary	SIMS	ITSS MK council/Embrace IT MIS support	321 plus 15 in nursery
	<b>Total</b>				<b>2,382</b>

ICT infrastructure support is provided in nine of the schools (not Curzon C of E or Christ the Sower Ecumenical which are supported by individuals) by TurnITOn.

As a successful Trust, it is not anticipated that the current number of schools will remain static as ODBST is expected to grow, and currently anticipating that it may well add one or two schools per year. Neither does the Trust rule out the possibility, later, that secondary (and special schools) may also be incorporated. Whilst this process, therefore, and the Statement of Requirements to be issued at ITT stage, will focus predominantly on the functionality required by the primaries, the Trust wishes to be assured that the chosen MIS could support these other settings too.

## 2. The Role of MIS and Other Systems

The current MIS solutions in place are operated alongside a range of third party and other 'legacy' applications which complement, supplement or are in some way interoperable with/integrated into the MIS applications. Many of these other systems are used heavily by leadership, teaching, non-teaching and administrative staff and the ability for these core applications to continue to co-exist is seen as fundamental to the Trust's requirements. A detailed 'Matrix' of these applications will be included in the ITT documentation for shortlisted bidders to consider and provide responses as to their MIS solution's ability to interoperate with each product. This 'matrix' will take the following form:

Role	Application Name(s)	Additional explanation & notes	Is data taken from the MIS?	Linked or Manual
Third party application 1				
Third party application 2				
etc.				

### 3. The Plan Going Forward

#### Purpose of this procurement

It is the desire of the Trust to move to a single, off-site/cloud-hosted MIS platform across all of its schools, and this is the purpose of this procurement. The Trust also recognises the importance of having the MIS as the '*Single Version of the Truth*' in respect of pupil and staff records as the source of all identities across all systems within the Trust which should ensure seamless, automatic update processes wherever possible. In this way, as far as is practicable, the Trust wishes to avoid:

- Duplication of the effort currently involved in replicating key data fields across a variety of applications;
- Manual data transfer processes which require human intervention;
- Data transfers which involve scheduled 'batch' processes as these lead to latency in updates;
- The kinds of issues created by accidental mis-typing or shortening of names etc. that often lead to multiple different data entries for the same individual.

The Trust has decided to seek a partnership with the successful bidder, which will be tasked with all the necessary activities and processes involved in:

- Designing, Programme/Project Managing and Implementing a single MIS across all its school sites;
- Migrating the data held in current systems;
- Comprehensive acceptance testing;
- Training<sup>1</sup> users in the system's use; and
- Supporting<sup>2</sup> and maintaining the solution for up to five years<sup>3</sup> and will contract<sup>4</sup> accordingly.

#### NOTES:

<sup>1</sup> **Training** - the Trust wishes the supplier to train Trust users in operating the solution directly, not by utilising sub-contractors

<sup>2</sup> **Support** - the procurement process will allow, either:

- For the supplier to support the solution directly; or
- For the supplier to name their preferred support partner in the 'subcontractors' section below, stating clearly that this will be the partner the supplier will directly manage to ensure support at the required service level is maintained throughout the contract;

<sup>3</sup> **Phasing** - the procurement process envisages three distinct stages:

- A '**Project Stage**' during which the successful supplier will:
  - Design, Project Manage and Implement a single MIS across all its school sites;
  - Migrate the data held in current systems;
  - Jointly plan and conduct comprehensive user acceptance testing to prove the solution works;
  - Train users in the new system's use;
- A '**Go Live Stage**' at which point the Licensing agreement will come into force, with the first day of the licence period being the Go-Live date for the first school switched over to the new MIS solution;
- A '**Support and Maintenance Stage**' which will last for up to five years from the Go-Live date for the first school. This is explained in Note<sup>4</sup>

Bidders should not take the above to mean the Trust wishes to see the implementation of the new system being simultaneous in all its schools. Whether such a 'big-bang' approach is adopted or whether schools are phased in over a period of time will be a matter for discussion during the ITT stage and, ultimately, with the preferred bidder. In the ITT submission the Trust wishes bidders to describe how best they think the switch-over should be handled, and recommend their preferred approach with references chosen to support and exemplify their suggested *modus operandi*.

#### <sup>4</sup> **The Contract**

- Given the Trust is procuring a full managed service in respect of MIS provision it will provide a **Contract** to which they wish bidders to agree and to which they must sign-up
- The Trust recognises this is a slightly different approach to procuring MIS software, but wishes to reassure bidders this is not about imposing unreasonable demands, but is about a proper partnership agreement with an agreed managed service and consistent service level agreement for the Trust and all of its schools, under which both parties articulate and accept their individual responsibilities

- During the ITT stage, a draft of the contract will be released to all bidders and each will have the opportunity, separately, to seek clarifications on it
- The Contract will also cover the Stages described in Note<sup>3</sup> above with a payment profile regime designed to meet bidders' needs as well as its own. By this the Trust means:
  - The **Project Stage** will be covered with milestone payments made at the successful conclusion of various phases
  - The start of the **Go-Live Stage** will be the commencement date for the payment of licence fees, though whether these are to be paid annually or quarterly in advance is still to be agreed
  - The end date of the **Support and Maintenance Stage** will, in effect be the **end date for the contract period**. This will be **co-terminus for all schools**
  - Whilst there will be provisions in the contract to allow for additional schools to be added to the Trust (at an indicative cost to be agreed) and contraction (with appropriate annual cost reductions) should the unforeseen event of schools leaving the Trust occur; it is the intention of the Trust that the term of the contract will be **five years with up to 12 months extension so a maximum of six years is possible**. There will, however, be a 'Termination for Convenience' clause in place from year 3 onwards.

### Estimated Value of the Procurement

The value of this procurement has been set with an upper limit of **£0.5 million** over the contract period. Bidders should be aware that this value is set in the expectation that the Trust will continue to grow and that new schools joining will be expected to adopt the same MIS provision (project including training, licensing and support) as the existing schools named above. Bidders should assume that the Trust may add primary, secondary and special schools during the lifetime of the contract, all of which will require the MIS service.

Bidders should also be aware, therefore, that the contract for the existing schools initially (to include all consultancy, licensing, project and implementation services, data migration, training, acceptance testing and ongoing support etc.) will not reach this £0.5 million value. They should not see it, therefore, as some kind of target budget. Rather, that the value assigned has been chosen to provide adequate headroom for faster than expected Trust growth.

### Indicative Timetable

**Table 3: The indicative timetable for the procurement stages**

Activity	Duration/Day	Dates
<b>SQ stage - Indicative Procurement Timetable</b>		
• SQ published to bidders & available on ODBST website	Thursday	16 <sup>th</sup> September
• SQ Clarifications open	Thursday	16 <sup>th</sup> September
• SQ Clarifications close	Thursday	30 <sup>th</sup> September
• Latest date for last clarification responses to be supplied to bidders	Thursday	7 <sup>th</sup> October
• SQ Submission date - midday	Thursday	14 <sup>th</sup> October
• ITT Shortlisting letters issued	Thursday	21 <sup>st</sup> October
<b>ITT stage - Indicative Procurement Timetable</b>		
• Bidders' Day - ODBST & Moxton to meet shortlisted bidders - Virtual session	Tuesday	9 <sup>th</sup> November
• Issue of ITT including arrangements for Bidders' Presentation Day	Tuesday	9 <sup>th</sup> November
• Clarifications open	Tuesday	9 <sup>th</sup> November
• Clarifications close	Friday	19 <sup>th</sup> November
• Latest date for last clarification responses to be supplied to bidders	Wednesday	24 <sup>th</sup> November
• ITT Submission date - midday	Monday	6 <sup>th</sup> December
• Bidders' Presentation Day - Virtual session	Thursday	9 <sup>th</sup> December
<b>Trust Authorisation Process</b>		
• Award decision notice sent to bidders	Friday	10 <sup>th</sup> December
• Alcatel Period	10 working days - 10 <sup>th</sup> to 30 <sup>th</sup> Dec	
• Contract finalisation with preferred bidder		January
<b>Transition Period</b>		
• Preferred Bidder Starts protected by an Early Works Order	As soon as practically possible	
• All project work, data migration, parallel running, testing, cutover etc.	~60 days	Jan end March

As is clear from the above, the Trust aims to announce the Preferred Bidder by **early January 2022**, and requires all necessary work on the consultancy, MIS implementation, data migration and training to be completed by the **end of March 2022**, some three months after the PB announcement. To make this possible while the contract is being finalised the preferred bidder will be issued with an early works order to cover the project costs as soon as practically possible after the Alcatel period is complete.

As has been stated previously, bidders should also note that the Trust wishes to avoid a 'ragged' nature in respect of contract end dates for the different schools. Accordingly, bidders will, at the ITT stage, be expected to submit proposals to ensure licensing and support arrangements are co-terminus. This will mean new schools joining the Trust after Go-Live which are migrating from alternative MIS products may receive less than five years' service.

#### **4. Selection Criteria**

##### **Requirements in respect of responding to this stage of the procurement**

Bidders should assume that a detailed *Specification of Requirements* will be published in the ITT stage, along with an opportunity to consider the implications of the staging described above and propose either a single or phased switch-over within the ~90 days allocated to the Transition Period, as it would not be appropriate for these to be addressed in the SQ.

Bidders should also note there will be no requirement to TUPE staff from the Trust or any of its schools or incumbent suppliers. Companies identified from the evaluation of the Selection Questionnaire will be invited to participate in the ITT stage.

The objective of the SQ evaluation process is strictly to select potential contractors to proceed to the next (ITT) stage of the procurement. Shortlisting will be based on the matters set out below.

- **Economic and Financial Standing** - contractors must be in a sound financial position and able to demonstrate appropriate financial viability to perform the service to participate in a procurement of this size. (Please answer questions as the bidding company, but if the bidding company is part of a Group, please provide 3 years of Group accounts in addition).
- **Technical Capacity and Capability** - assessment of the technical ability and core competences of contractors.
- **Contractor Track Record** - contractors must be able to demonstrate a successful track record of providing a similar service. For the avoidance of doubt, however, the possibility that secondary (and special schools) may be added means choosing referees operating within a Multi Academy Trust context which contains a mix of settings.

##### **The Evaluation Stages**

###### **Stage 1**

The information supplied by applicants will first be checked for completeness and compliance with eligibility requirements before responses are evaluated.

**NOTE: The Trust reserves the right to reject/disqualify any application that is incomplete or non-compliant.**

###### **Stage 2**

Selection for inclusion within the Invitation to Tender list will be based on evaluation of the SQ questions on the following criteria:

###### ***Business credentials, economic and financial standing***

1. Evidence of economic and financial standing in respect of viability to perform the services including the submission and evaluation of three years of detailed financial accounts, the latest not more than 18 months old. **Pass/Fail**
2. Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employer's Liability to a minimum of £10,000,000 (or statements that these will be obtained if awarded the relevant contract. **Pass/Fail**
3. A sound record in, and clear policies in respect of, quality standards, health & safety, e-safety/safeguarding, GDPR, equality et al. **Pass/Fail**

***Technical capacity and capability***

4. Evidence of at least 4 years of experience in the provision of MIS Services to the education sector along with appropriate in-house systems, technical capability and key personnel with good technical knowledge. This includes evidence of ability to deliver to contract/service standards. In part this will be drawn from references.

***Contractor Track Record***

5. Evidence of highly satisfied customers in a context similar to that they will face in delivering for ODBST. This will be drawn from references and the Trust will use the strength of these references as a key criterion in respect of shortlisting for the ITT stage.

The Trust reserves the right not to select a potential contractor who has been assessed as having material weaknesses in any one or more areas covered by these initial selection questions, notwithstanding acceptable or even strong responses in all other areas.

**ODBST**

**Management Information System and Associated Services**

**INITIAL SELECTION QUESTIONNAIRE**

Questions should be answered in the name of the applying company, not a parent or holding company (unless indicated to do so in the questions).

**Supporting documents should be included where applicable.**

**SECTION A – BACKGROUND INFORMATION ABOUT YOUR COMPANY**

Supplier details	
Question	Response
1.1 (a) Full name of the potential supplier submitting the information	Mandatory Response
1.1 (b) - (i) Registered office address <i>(if applicable)</i>	Mandatory Response
1.1 (b) - (ii) Registered website address <i>(if applicable)</i>	
1.1 (c) Please check the relevant box to indicate your trading status	i) a public limited company <input type="checkbox"/> Yes
	ii) a limited company <input type="checkbox"/> Yes
	iii) a limited liability partnership <input type="checkbox"/> Yes
	iv) other partnership <input type="checkbox"/> Yes
	v) sole trader <input type="checkbox"/> Yes
	vi) third sector <input type="checkbox"/> Yes
	vii) other (please specify) <input type="checkbox"/> Yes
1.1 (d) Date of registration in country of origin	Mandatory Response
1.1 (e) Company registration number <i>(if applicable)</i>	Mandatory Response
1.1 (f) Charity registration number <i>(if applicable)</i>	Mandatory Response
1.1 (g) Head office DUNS number <i>(if applicable)</i>	
1.1 (h) Registered VAT number	
1.1 (i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable



1.1 (i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	<input type="checkbox"/>
1.1 (j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	<input type="checkbox"/>
1.1 (k) Trading name(s) that will be used if successful in this procurement	<input type="checkbox"/>
1.1 (l) Please check the relevant boxes to indicate whether you fall within any of these classifications	i) Voluntary, Community and Social Enterprise (VCSE) <input checked="" type="checkbox"/> Yes
	ii) Sheltered workshop <input checked="" type="checkbox"/> Yes
	iii) Public service mutual <input checked="" type="checkbox"/> Yes
1.1 (m) Are you a Small, Medium or Micro Enterprise (SME) <sup>1</sup> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.1 (n) Details of Persons of Significant Control (PSC), where appropriate: - Name; - Date of birth; - Nationality; - Country, state or province where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more.	<input type="checkbox"/> <input checked="" type="checkbox"/> Not Applicable
1.1 (o) Details of immediate parent company: - Full name of the immediate parent company - Registered office address ( <i>if applicable</i> ) - Registration number ( <i>if applicable</i> ) - Head office DUNS number ( <i>if applicable</i> ) - Head office VAT number ( <i>if applicable</i> )	<input type="checkbox"/> <input checked="" type="checkbox"/> Not Applicable
1.1 (p) Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address ( <i>if applicable</i> ) - Registration number ( <i>if applicable</i> ) - Head office DUNS number ( <i>if applicable</i> ) - Head office VAT number ( <i>if applicable</i> )	<input type="checkbox"/> <input checked="" type="checkbox"/> Not Applicable
Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.	

<sup>1</sup> See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

Bidding model	
Please check the relevant box to indicate whether you are;	
1.2 (a) - (i) Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details listed in questions 1.2 (a) (ii), (a) (iii) and to 1.2 (b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2 (a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.
1.2 (a) - (ii) Name of group of economic operators (if applicable)	<input type="checkbox"/>
1.2 (a) - (iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	<input type="checkbox"/>
1.2(b) - (i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors in respect of the delivery of any part of the solution or service? Examples might include training and support.	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2 (b) - (ii) If you responded "Yes" in 1.2 (b) – (i), please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. Name <input type="checkbox"/> Registered Address <input type="checkbox"/> Trading status <input type="checkbox"/> Company registration number <input type="checkbox"/> Head Office DUNS number (if applicable) <input type="checkbox"/> Registered VAT number <input type="checkbox"/> Type of organisation <input type="checkbox"/> SME <input type="checkbox"/> Yes <input type="checkbox"/> No The role each sub-contractor will take in providing the supplies e.g. key deliverables <input type="checkbox"/> The approximate % of contractual obligations assigned to each sub-contractor <input type="checkbox"/>	

**Exclusion Grounds (Self-certification)**

Please check the relevant box to indicate a "Yes" or a "No" response.

Grounds for Mandatory Exclusion		
2.1 (a) <b>Regulations 57(1) and (2)</b> The detailed grounds for mandatory exclusion of an organisation are set out on this <a href="#">webpage</a> , which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a> .	Please indicate your selection:	
(i) Participation in a criminal organisation. • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) Corruption. • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(iii) Fraud. • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(iv) Terrorist offences or offences linked to terrorist activities • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(v) Money laundering or terrorist financing • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(vi) Child labour and other forms of trafficking in human beings • If Yes, please provide details at 2.1(b)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.1 (b) If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. [REDACTED]</p>		
2.2 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.3 (a) <b>Regulation 57(3)</b> Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2.3 (b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. [REDACTED]</p>		
<p><b>Please Note:</b> The Trust reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes, National Insurance or any other social security contributions.</p>		

Information about the Wider Group		
<p>If you have indicated in this Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:</p> <p><b>Name of organisation</b> [REDACTED]</p> <p><b>Relationship to the Supplier completing these questions</b> [REDACTED]</p>		
3.1 Are you able to provide parent company accounts if requested to at a later stage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2 If yes, would the parent company be willing to provide a guarantee if necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Data Protection**

**Requirements under the General Data Protection Regulation and Data Protection Act 2018**

4.1 Are you registered with the UK Information Commissioners Office?

Yes

No

If yes, please provide your registration number –

4.2 Please state your overall approach towards the EU General Data Protection Regulation and UK Data Protection Act 2018

4.3 What is your data retention policy and rules

4.4 Access controls and information – what is your policy on access controls? Can you provide evidence of certification or adopting codes of practice?

4.5 Do you use any subcontractors to deliver the service? If so, how do you select them and obtain assurances on the data protection and information security practices?

4.6 What contractual measures do you have in place to ensure personal data is processed compliantly and securely by subcontractors?

4.7 Do you have an incident management process that includes effective management of data security incidents? What is the process for managing personal data security incidents?

4.8 Training and awareness for staff and contractors – what data protection and information security training and awareness raising is in place?

## SECTION B – EVIDENCE THAT YOU SATISFY THE TRUST’S REQUIREMENTS TO BE CONSIDERED FOR ITT

### Evidence of suitability

#### 5.1 Key Personnel

Please name the key personnel who would be involved in this contract if your company were to be awarded the contract, and outline their technical qualifications and length of relevant experience

#### 5.2 Accounts

Please submit copies of audited or approved accounts (including group consolidated accounts if the company is part of a group) for the last three financial years,

The Trust will apply its financial tests to your accounts including the requirement that turnover should be at least four times the annual value of the advertised contract.

#### 5.3 Conflicts of Interest

Please detail what measures are in place to avoid any conflict of interest that could prejudice independence and objectivity during the tendering process and performance of the contract.

#### 5.4 Insurance

The Trust requires all of its contractors to maintain;

(a) Employer’s Liability insurance to a minimum value of £10,000,000;  
Proof of insurance Enclosed? YES  NO  If not, explain why?

(b) Public Liability insurance to a minimum of £5,000,000 per claim;  
Proof of insurance Enclosed? YES  NO  If not, explain why?

Please submit copies of cover notes showing that such insurance policies are in place or provide a statement confirming that your company would take out such insurance cover if awarded the contract.

#### 5.5 Health & Safety

(a) Please enclose a copy of your Health and Safety Policy (covering General Policy, Organisation and Arrangements) and any codes of safe work practices issued to employees.

Enclosed? YES  NO

(b) Please enclose details of prosecutions or notices served on your firm by the Health and Safety Executive (or otherwise) in the last three years

Enclosed? YES  NO  N/A

#### 5.6 Eligibility to Work

Please enclose a copy of your procedures which should include:

- (a) assurance of checks on the eligibility of prospective employees to work in the UK;
- (b) requirements for employees to disclose criminal convictions; and

(c) requirement for employees to undertake an Enhanced DBS Check

Enclosed? YES  NO

### 5.7 Environmental Policy

Please enclose a copy of your environmental policy

Enclosed? YES  NO

### 5.8 Other Policies

Please enclose a copy of your policies for the following

- |                                |  |                             |
|--------------------------------|--|-----------------------------|
| a) Data Protection Policy/GDPR | Enclosed? YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b) E-safety                    | Enclosed? YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c) Equality Policy             | Enclosed? YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d) Cyber security policy       | Enclosed? YES <input type="checkbox"/> | NO <input type="checkbox"/> |

### 5.9 Your Company

Please provide an overview of your company including any relevant partnerships and associations

**SECTION C – INFORMATION ABOUT SIMILAR CURRENT/RECENT CONTRACTS PERFORMED BY YOUR COMPANY**

**OUTLINE OF COMPANY’S EXPERIENCE**

Please provide details of your company’s experience in the last three years of providing ***Managed Information System Services to the education sector relating, where possible, to a similar context of that faced at ODBST. For the avoidance of doubt, please note that this means selecting referees that mirror:***

- ***ODBST’s mix of schools; and***
- ***The range of services required, as described in Section 3: ‘The Plan Going Forward’.***

Please use and add extra sheets if required.

**REFERENCES**

Referring to the information provided above, please provide the names, full addresses, e-mail addresses and telephone numbers of two organisations for which your company is, or has within the last 18 months, provided services relevant to the Trust’s requirements and to whom reference can be made as to the standards provided by, and the performance of, your company.

Bidders are again reminded that the possibility that secondary (and special schools) may be added to the Trust’s family of schools means choosing referees operating within a Multi Academy Trust context which contains a mix of settings.

**Be aware that it is your company responsibility to ensure that referees respond in a timely fashion as the responses to reference questions will form a material element in the evaluation at this stage**

**Referee 1**

<b>Name of Organisation</b>	<b>Contact name</b>	<b>Nature of contract</b>	<b>Postal &amp; E-mail address</b>	<b>Telephone number</b>

**Referee 2**

<b>Name of Organisation</b>	<b>Contact name</b>	<b>Nature of contract</b>	<b>Postal &amp; E-mail address</b>	<b>Telephone number</b>



**Contact details and Declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

1.3 (a) Contact Name	Mandatory Response
1.3 (b) Name of Organisation	Mandatory Response
1.3 (c) Role in Organisation	Mandatory Response
1.3 (d) Phone Number	Mandatory Response
1.3 (e) E-mail Address	Mandatory Response
1.3 (f) Postal Address	Mandatory Response
1.3 (g) Signature (electronic is acceptable)	Mandatory Response
1.3 (h) Date	Mandatory Response

----- End of document -----