

## Specification for the Tender of a Procurement Managed Service

### Introduction to Dixons

Dixons Academies Trust is a multi-academy (charitable) trust in the north of England. At Dixons, our mission is to challenge educational and social disadvantage in the north. We establish high-performing non-faith academies which maximise attainment, value diversity, develop character and build cultural capital. By the age of 18, we want every student to have the choice of university or a high-quality apprenticeship.

Currently, Dixons educates over 12,000 students across 14 schools in Bradford, Leeds and Liverpool: 3 primaries, 8 secondaries, 2 all-through and one standalone sixth form. In 2021-22, we will expand into Manchester, and we aim to educate 20,000 students across the north by 2025. This will mean an expansion of around two schools per year for the next four years through a combination of new free schools and turnaround academies.

### Scope of project

The Trust requires a procurement partner to lead tenders and secure compliance and value for money for goods and services. The service will be expected to run multiple projects at any one time according to an agreed and prioritised workplan according to need and spend. The service should provide a guaranteed savings model across the term of the contract and be delivered by a suitably qualified individual procurement specialist with extensive public sector procurement experience. The Trust require an initial contract for 3 days per week across 2 years with a 6 month, no quibble notice period and a 6 monthly opportunity to review contract days.

### Outline specification

#### Activities to be undertaken include:

- conducting a detailed spend analysis and understanding of current contracts to create a prioritised workplan for the next 2 years
- creation and maintenance of a contracts database
- meetings with key stakeholders to explain the service and understand their challenges ensuring staff at school level feel supported and equipped with good procurement advice, guidance and tools
- advising stakeholders on PCR2015 compliance
- producing a scope of works and agreeing suitable tendering timetables for each project. Producing tender documentation which complies with the latest procurement regulations (PCR2015) and the Trusts own financial regulations/purchasing policies
- issuing tenders to the marketplace using suitable software
- supporting the use of a variety of procurement solutions ensuring compliance to include but not limited to; direct award, mini-competition, full tender and ensuring best value is consistently achieved
- evaluating tender returns and reporting the findings from the evaluation. Liaising and involving key stakeholders throughout the process as required
- issue of feedback letters (drafted to the requirements of the procurement regulations) to all unsuccessful suppliers and provide successful suppliers with a letter of intent
- co-ordinating mandatory / voluntary standstill period and act as the main point of contact for all stakeholders during the tender process
- issuing contract documentation upon successful completion of a standstill period
- reviewing current contract arrangements and ensure that the services being delivered meet those contract objectives and commitments
- organisation and attendance at the supply / service contract management meetings to ensure contracts are maintained in line with expectations
- regular meetings with the Finance lead at the Trust regarding the service provision
- an escalation route in case of concerns regarding day to day contract delivery

- advising on how the trust can demonstrate their values through procurement, embedding the social values of the Trust, and using local suppliers where allowable
- producing a cost saving report identifying key areas of spend for the trust and where opportunities for savings, value for money, and social values can be targeted

## Instructions

Please submit a detailed quote of up to a maximum 4 pages (font size 11) via email by **Sunday 31 October 2021** to;

[abailey@dixonsat.com](mailto:abailey@dixonsat.com)

The panel will assess submissions against the following award criteria weightings:

- Price 60% (this should be quoted as a day rate).
- Evidence of relevant experience 40% (this will be evidenced by case studies and introductions to current customers in addition to the proposal document).

## Award of contract

- The panel will score each submission based on the above weightings and it is envisaged that the contract will be awarded to the tenderer who achieves the highest score.
- The Trust is keen for the contract to be commenced as soon as is practicable after the contract has been awarded.

