

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/000795-2025>

Tender

## **Forest Hill School - ICT Managed Service**

Forest Hill School

F02: Contract notice

Notice identifier: 2025/S 000-000795

Procurement identifier (OCID): ocds-h6vhtk-04ceee

Published 10 January 2025, 10:50am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Forest Hill School

Dacres Road, Forest Hill

Lewisham

SE23 2XN

#### **Contact**

Geoff Chandler

#### **Email**

[geoff.chandler@moxton-education.com](mailto:geoff.chandler@moxton-education.com)

#### **Telephone**

+44 7970661087

#### **Country**

United Kingdom

**Region code**

UKI44 - Lewisham and Southwark

**UK Register of Learning Providers (UKPRN number)**

100745

**Internet address(es)**

Main address

<https://foresthill.lewisham.sch.uk>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://foresthill.lewisham.sch.uk/procurement/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Forest Hill School - ICT Managed Service

#### **II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Forest Hill School (FHS) is an aspirational comprehensive school in south east London providing education to boys aged 11-18. The school also work with Sydenham School to provide 6th form education for both male and female students.

We consider our 6th form the best place for post-16 study in the borough. This is exemplified by a year-on-year increase in the number of pupils progressing to Russell Group universities and other prestigious institutions, and an enviable record of young people moving on to study at Oxford and Cambridge.

We also believe that students achieve their full potential if they enjoy their work and find it stimulating and challenging. Forest Hill School offers a curriculum of great breadth that includes Dance, Drama, Art and Music alongside the traditional academic subjects.

A total of 1,255 pupils attend FHS of which circa 250 attend the 6th form.

The companies identified from these shortlisting questions to receive the ITT for the Managed Service will then receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but is not be limited to;

- strategic advice and direction to the School regarding ICT
- a core onsite service 40 weeks per year minus Bank Holidays
- service desk
- local staffing that bidders deem necessary to deliver the SLA

- responsibility for design, specification, installation, and management of all ICT infrastructure
- supply of goods and services based on an agreed Best Value (BV) approach
- management of all ICT against an agreed SLA
- management of 3rd parties
- relevant monitoring, management, patching and reporting
- training - technical and curriculum as necessary
- expectation that the provider will drive innovation
- risk registers and inventory management
- collective partnership targets aligned to the School's objectives

Bidders should note the following:

- The School will provide a standard contract as part of the ITT Pack
- There will be a TUPE requirement for the existing Managed Service Provider.

#### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 30213000 - Personal computers
- 30214000 - Workstations
- 30230000 - Computer-related equipment
- 32410000 - Local area network

- 32420000 - Network equipment
- 48820000 - Servers
- 80000000 - Education and training services

### **II.2.3) Place of performance**

NUTS codes

- UKI44 - Lewisham and Southwark

Main site or place of performance

Forest Hill School

Dacres Road

Lewisham

### **II.2.4) Description of the procurement**

Forest Hill School (FHS) is an aspirational comprehensive school in south east London providing education to boys aged 11-18. The school also work with Sydenham School to provide 6th form education for both male and female students.

We consider our 6th form the best place for post-16 study in the borough. This is exemplified by a year-on-year increase in the number of pupils progressing to Russell Group universities and other prestigious institutions, and an enviable record of young people moving on to study at Oxford and Cambridge.

We also believe that students achieve their full potential if they enjoy their work and find it stimulating and challenging. Forest Hill School offers a curriculum of great breadth that includes Dance, Drama, Art and Music alongside the traditional academic subjects.

A total of 1,255 pupils attend FHS of which circa 250 attend the 6th form.

The companies identified from these shortlisting questions to receive the ITT for the Managed Service will then receive a detailed set of requirements. For the purposes of this shortlisting stage bidders should assume that the ITT will include, but is not be limited to;

- strategic advice and direction to the School regarding ICT
- a core onsite service 40 weeks per year minus Bank Holidays
- service desk

- local staffing that bidders deem necessary to deliver the SLA
- responsibility for design, specification, installation, and management of all ICT infrastructure
- supply of goods and services based on an agreed Best Value (BV) approach
- management of all ICT against an agreed SLA
- management of 3rd parties
- relevant monitoring, management, patching and reporting
- training - technical and curriculum as necessary
- expectation that the provider will drive innovation
- risk registers and inventory management
- collective partnership targets aligned to the School's objectives

Bidders should note the following:

- The School will provide a standard contract as part of the ITT Pack
- There will be a TUPE requirement for the existing Managed Service Provider.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £400,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

---

**Section III. Legal, economic, financial and technical information**

**III.1) Conditions for participation**

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

10 February 2025

Local time

12:00pm

#### **IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates**

20 February 2025

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English



---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Forest Hill School

Lewisham

Country

United Kingdom