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Tender

## **Provision of the Secondary Transfer Test and Test Administration Services**

THE BUCKINGHAMSHIRE GRAMMAR SCHOOLS

F02: Contract notice

Notice identifier: 2024/S 000-002612

Procurement identifier (OCID): ocids-h6vhtk-043496

Published 25 January 2024, 3:00pm

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

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

THE BUCKINGHAMSHIRE GRAMMAR SCHOOLS

Walton Road

AYLESBURY

HP217RP

#### **Contact**

Sue Walton

#### **Email**

[chairman.tbgs@gmail.com](mailto:chairman.tbgs@gmail.com)

#### **Country**

United Kingdom

#### **Region code**

UKJ13 - Buckinghamshire CC

**Companies House**

08615758

**Internet address(es)**

Main address

<https://www.thebucksgrammarschools.org/>

**I.3) Communication**

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

<https://www.thebucksgrammarschools.org/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.thebucksgrammarschools.org/>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Provision of the Secondary Transfer Test and Test Administration Services

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

- 80100000 - Primary education services

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

Services

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

The Buckinghamshire Grammar Schools (TBGS) is a company set up by the 13 grammar schools in Buckinghamshire in order to commission, manage and administer the Buckinghamshire Secondary Transfer Test which is used to determine the suitability of children for a place at a Buckinghamshire grammar school. The Test is taken by approximately 10,000 children each year at the start of the Autumn term when they are in Year 6. Pupils take the test at their own primary school in or just outside the County of Buckinghamshire or at one of the Buckinghamshire grammar schools.

TBGS is seeking suppliers to provide the following services:

1. Secondary Transfer Test Provision: including test development, printing and delivery and collection of test materials to test centres, marking tests and producing results data.
2. Test Administration Services: including registration of children for testing, allocating children to test centres, issuing results, selection reviews and communications with parents, schools and test centres.

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

Value excluding VAT: £2,000,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Lot 1 and Lot 2

## **II.2) Description**

### **II.2.1) Title**

Secondary Transfer Test Provision

Lot No

1

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

- 800000000 - Education and training services

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

NUTS codes

- UKJ13 - Buckinghamshire CC

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

The provider will be required to devise an appropriate secondary transfer test or tests that will be administered to pupils at the beginning of their final year at primary school. The tests must be unique for TBGS, reliable and fair and ensure that consistency in standards from one year to the next is guaranteed. The tests must generate a threshold age-standardised score of 121. A new test will be required each year of the contract. The successful provider will be required to produce, deliver and collect test materials to/from test centres and will need to ensure that tests are marked accurately and that the test materials, test results and pupil details are stored securely. Providers will be required to work with the Lot 2 provider to ensure an efficient and effective testing process.

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

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

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

TBGS reserves the right to extend the contract term for a further period or periods of up to 24 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

TBGS reserves the right to extend the contract term for a further period or periods of up to 24 months.

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

#### **II.2.1) Title**

Test Administration Services

Lot No

2

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

- 75121000 - Administrative educational services

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

NUTS codes

- UKJ13 - Buckinghamshire CC

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

The provider will be required to provide test registration, test administration services and results and reviews services. They will be required to devise a registration system to collect information about pupils intending to take the Secondary Transfer Tests; produce all direct communications and support parents and testing centres. Requirements include allocating pupils to testing centres, ensuring testing centres have capacity for the number of pupils taking the Test and, if necessary, making the arrangements for alternative testing venues. Providers will be required to work with the Lot 1 provider to ensure an efficient and effective testing process.

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

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

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

TBGS reserves the right to extend the contract term for a further period or periods of up to 24 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

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## **Section IV. Procedure**

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

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

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

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

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

Date

26 February 2024

Local time

12:00pm

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

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

26 February 2024

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

### **VI.3) Additional information**

To receive an ITT pack, potential bidders should email [chairman.tbgs@gmail.com](mailto:chairman.tbgs@gmail.com).  
Clarification requests and tenders should also be sent to [chairman.tbgs@gmail.com](mailto:chairman.tbgs@gmail.com).

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

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

The Buckinghamshire Grammar Schools

Aylesbury

Country

United Kingdom