

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/009870-2022>

Not applicable

## **MFD/Reprographics Partner**

Harris Federation

F14: Notice for changes or additional information

Notice identifier: 2022/S 000-009870

Procurement identifier (OCID): ocids-h6vhtk-032193

Published 13 April 2022, 11:56am

## **Section I: Contracting authority/entity**

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

Harris Federation

4th Floor Norfolk House

Croydon

CR0 1LH

#### **Contact**

Devyani Patel

#### **Email**

[devyani.patel@harrisfederation.org.uk](mailto:devyani.patel@harrisfederation.org.uk)

#### **Telephone**

+44 2082537777

#### **Fax**

+44 2082537778

**Country**

United Kingdom

**NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

[www.harrisfederation.org.uk](http://www.harrisfederation.org.uk)

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA30809](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA30809)

---

## **Section II: Object**

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

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

MFD/Reprographics Partner

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

- 79800000 - Printing and related services

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

Services

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

The Harris Federation was established in 1991. The Federation is a family of inclusive and aspirational schools working together. The Federation is led and run by teachers.

The Federation currently encompasses 51 schools but in addition to this it is expected to grow in the lifetime of the contract. The current working assumption is 3 schools per year but these could join in one group, individually or in smaller groups.

The ICT Support at the Federation is currently all delivered 'in house'. This is mix of technical resource managed by schools themselves and also a central team who support the local technical staff. The implementation of IT is currently subject to a procurement process which will identify a Preferred Bidder by the end of April 2022. The successful partner will then be responsible for the delivery of all IT equipment and solutions, apart from MFD, for 5 years from the 1st June 2022.

This procurement encompasses the deliverables noted below, but in essence is all about identifying a single MFD partner. At the sole discretion of the Federation any future schools that the Federation may incorporate will also be added to the MFD Partner contract. Any additional schools will co-terminate to the same end date of the initial contract.

This MFD procurement is advertised as a maximum 5 year service with start and end dates as follows:

- Service start date – 1st August 2022
- Service end date – 31st July 2027

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

- Provision of a range of Multi-functional printing devices to all the schools and offices
- An installation and commissioning service for each device
- A handover and training service
- A uniform maintenance service for any of the schools who have MFD's across the Trust
- An automated service that addresses all consumable needs
- A service that includes appropriate print management software
- A service that ethically disposes of equipment as necessary
- A full Service Level Agreement
- Relevant monitoring, management and reporting
- A single technical interface to the Trust ICT Team

- Technical interface into the Trusts Implementation Delivery partner (Note: All MFD delivery will be carried out through this contract and chosen partner).

- Value added services

Bidders should note the following;

- The Trust will provide a standard contract as part of the ITT Pack. The contract is expected to be with one organisation that will manage all aspects of supply/service as well as the interface, as necessary, into their partner leasing company.

- Schools will replace their current provision once the existing lease agreements come to an end

- There will be no requirement for TUPE

#### IDEA OF VOLUMES

- The Federation has a current estate of 562 devices – the majority of which are under lease agreements.

- The current estate generates an indicative annual total of 71,770,433 Mono copies

- The current estate generates an indicative annual total of 21,056,544 Colour copies

---

## **Section VI. Complementary information**

### **VI.6) Original notice reference**

Notice number: [2022/S 000-006905](#)

---

## **Section VII. Changes**

### **VII.1) Information to be changed or added**

#### **VII.1.2) Text to be corrected in the original notice**

Section number

IV.2.2

Place of text to be modified

Time limit

Instead of

Date

18 April 2022

Local time

12:00pm

Read

Date

20 April 2022

Local time

12:00pm

Section number

IV.2.3

Place of text to be modified

Estimated date of dispatch of invitations

Instead of

Date

5 May 2022

Read

Date

5 May 2022

## **VII.2) Other additional information**

Taking into account that Monday is a bank holiday and to allow sufficient time for submissions we have extended the deadline to 20th April, 12 noon. Please ensure you allow plenty of time to submit as no other form of submission will be accepted. Please contact myTenders if you are having difficulty in uploading.