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Tender

Trustee and Governor Recruitment and Onboarding Support

Department for Education

F02: Contract notice

Notice identifier: 2021/S 000-027491

Procurement identifier (OCID): ocds-h6vhtk-02e3b7

Published 2 November 2021, 10:45pm

Section I: Contracting authority

I.1) Name and addresses

Department for Education

Sanctuary Buildings, 20, Great Smith Street

London

SW1P 3BT

Email

governance.recruitment@education.gov.uk

Telephone

+44 8700012345

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/department-for-education>

I.3) Communication

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

<https://education.app.jaggaer.com/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://education.app.jaggaer.com/web/login.html>

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

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Trustee and Governor Recruitment and Onboarding Support

II.1.2) Main CPV code

- 800000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

The Department is looking to award contracts to fund the delivery of governor and trustee recruitment and matching services along with a high-quality onboarding service and expert guidance for all those recruited.

The contracts will run for an initial period of two years from April 2022 to March 2024 with the provision to extend for a further year. The Department wants to encourage applications from a range of providers, including consortium bids to promote evidence-based innovative solutions and support the development of a sustainable market. We are looking to fund both small and large organisations, including schools and trusts with excellent governance.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Lot No

Lot 1 - Trustee Recruitment

II.2.2) Additional CPV code(s)

- 800000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 1 – bids of the contract value to a maximum of £650,000 per annum for the years 2022-23 and 2023-24 (inclusive of all VAT that may be chargeable) to deliver a national service to recruit and match trustees and members (see Document 6 for detail on the balance of numbers) to the boards of Single Academy Trusts (SATs) and to Trusts with multiple academies (MATs), along with a high-quality onboarding service and expert guidance for all those recruited.

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

Start date

1 April 2022

End date

31 March 2024

This contract is subject to renewal

Yes

Description of renewals

Contracts will be for an initial period of 2 years from April 2022 to March 2024 with the option for the DfE to extend for up to a further year subject to:

1. Contractor's satisfactory performance level
2. No ministerial changes to the policy in relation to Governance recruitment and Induction support.
3. Sufficient funds in the DfE budget, to cover the cost of an extension.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Lot No

Lot 2 - Governor and Academy Local Governing Body (LGB) Recruitment

II.2.2) Additional CPV code(s)

- 80000000 - Education and training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Lot 2 – bids of the contract value to a maximum of £550,000 per annum for the years 2022-23 and 2023-24 (inclusive of all VAT that may be chargeable) to deliver a national service to recruit governors to the boards of Local Authority maintained schools and academy Local Governing Bodies, along with a high-quality onboarding service and expert guidance for all those recruited.

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

Start date

1 April 2022

End date

31 March 2024

This contract is subject to renewal

Yes

Description of renewals

March 2024 with the option for the DfE to extend for up to a further year subject to:

1. Contractor's satisfactory performance level
2. No ministerial changes to the policy in relation to Governance recruitment and Induction support.
3. Sufficient funds in the eDfE budget, to cover the cost of an extension.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

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.2.1) Previous publication concerning this procedure

Notice number: [2021/S 000-023620](#)

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

Date

2 December 2021

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

2 December 2021

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The Department for Education

Sanctuary Buildings, 20, Great Smith Street

London

SW1P 3BT

Country

United Kingdom