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Tender

Hillview Schools for Girls ICT Managed Service

HILLVIEW SCHOOL FOR GIRLS ACADEMY TRUST

UK4: Tender notice - Procurement Act 2023 - view information about notice types
Notice identifier: 2025/S 000-031307
Procurement identifier (OCID): ocds-h6vhtk-05462b
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Scope

Description

Based in Tonbridge, Kent, Hillview School for Girls is an 11 to 18 girls' all-ability school with a thriving, mixed Sixth Form. We chose to become an academy in August 2011 and are one of the highest-achieving non-selective Schools in Kent.

We are a creative, inclusive school where all students flourish and make exceptional progress. Our dynamic Performing and Visual Arts specialisms have a profound impact upon learning and contribute to the purposeful, friendly and stimulating atmosphere that permeates the school. We foster self-esteem and high aspirations.

By encouraging a 'can-do' culture, our students become astute, ambitious and independent. Visitors often comment about how articulate and enthusiastic our students are.

Our rich, varied curriculum engages our students and equips them with the skills they need to make their way in the world. We help students develop a range of transferable skills from teamwork, leadership and independence through to communication, self-expression and

time management.

Our strong pastoral system ensures that behaviour is excellent and there is a relaxed but purposeful atmosphere throughout the school where young people can thrive and feel supported.

We have a vibrant, mixed Sixth Form that provides a variety of pathways for students to extend their learning, gain work experience with one of our many industry partners and prepare for university or work.

Hillview value technology and look for positive and safe ways to support students in accessing software and digital systems. We aim to support students in experiencing and developing the technological skills they will need to engage in the workplace post education. As a school we seek to keep abreast of IT developments and upskill our employees.

The school is comfortable with where they are in terms of support and use of ICT - but they are ready to take the next step and see what else may be possible that will improve effectiveness, efficiency (both in the classroom and the supporting business functions) and as such also be more cost effective.

This procurement includes (but may not be limited to) the items listed below.

• A core managed service, management of all ICT against an agreed SLA

• A Service Desk, available 52 weeks a year including out of hours access

• Local staffing with a minimum of one full time (52 weeks) role, possibly supported by other on-site roles which suppliers deem necessary to deliver the service and meet the SLA requirements

• Strategic advice and direction to the School regarding ICT

• Responsibility for design, specification, installation, and management of all ICT infrastructure

• Supply of goods and services based on an agreed Best Value approach

• Management of 3rd parties where relevant to the ICT support

• Relevant monitoring, management, patching

• Regular performance reporting

• CPD and training - digital skills and curriculum as necessary

• There is an expectation that the provider will support and/or drive innovation

• Maintain technical documentation

• Maintain operational documentation, for example inventory management and risk registers

• Collective partnership targets aligned to the School's objectives

• In school support for the integration and upgrade of the connectivity, communications and security infrastructure as required

• Suppliers may be required to deliver a range of technology and change management projects in addition to the providing the core managed service.

Suppliers should note the following:

• The School will provide a standard contract as part of the ITT Pack

• There is a requirement for TUPE from existing suppliers

Total value (estimated)

- £1,500,000 excluding VAT
- £1,800,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2030
- Possible extension to 30 November 2031
- 6 years

Description of possible extension:

Subject to satisfactory performance of its obligations the contracting authority may, at its sole discretion, extend the Contract for a further period of up to twelve (12) months by giving notice to the Supplier not less than one hundred and eighty (180) days prior to the last day of the Contract Initial Period.

Main procurement category

Services

CPV classifications

- 30200000 - Computer equipment and supplies
- 32410000 - Local area network
- 32420000 - Network equipment
- 80000000 - Education and training services

Contract locations

- UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

30 June 2025, 12:00pm

Submission type

Requests to participate

Deadline for requests to participate

7 July 2025, 12:00pm

Submission address and any special instructions

Submission by email as described in the PSQ.

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

16 September 2025

Award criteria

Name	Type	Weighting
School Requirements	Quality	75%
Total service cost	Cost	25%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

At stage 1, a PSQ will be issued and a minimum if the top 5 scoring suppliers will be shortlisted and invited to submit a tender.

Suppliers will be provided with an ITT pack that contains the Stage 2 process, the contracting authority requirements, a draft contract and other relevant information. Suppliers will be asked to respond to the requirements and provide a price for the service. Suppliers will be able to submit clarification questions during the tender writing process.

Following submission of their proposals and costs, their responses will be scored alongside the charges for the service they propose aligning to the weightings described in the tender documents.

The highest weighted score will be deemed to deliver the Most Advantageous Tender, and awarded Preferred Bidder status.

Following a stand still period, the contracting authority will then endeavour to agree and enter into a contract with the Preferred Bidder.

Documents

Documents to be provided after the tender notice

Documents will be emailed directly to shorlisted suppliers.

Contracting authority

HILLVIEW SCHOOL FOR GIRLS ACADEMY TRUST

- Companies House: 07698506
- Public Procurement Organisation Number: PHQP-7797-YTBJ

Hillview School For Girls

Tonbridge

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Email: joness@hillview.kent.sch.uk

Region: UKJ46 - West Kent

Organisation type: Public authority - sub-central government