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Tender

Clarion Corvus Trust - ICT Managed Service

CLARION CORVUS TRUST

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-050269

Procurement identifier (OCID): ocds-h6vhtk-058b87 ([view related notices](#))

Published 20 August 2025, 3:38pm

Scope

Reference

MPN-10338

Description

Clarion Corvus Trust is currently out to tender for the provision of a full daily ICT Managed service.

The Contractor will be responsible for the provision of a full Trust ICT service for the pupils and staff at their 7 school sites.

The Trust requires a Contractor to undertake the ICT Managed Service in accordance with good practice so as to provide a high service standard throughout the Trust for the benefit of school staff and pupils, the local community and any visitors to the sites. There are currently 7 schools within the Trust in various locations. The schools currently receive onsite and offsite technical support from 8 staff.

There are over 2200 pupils on roll across all sites for the academic year 2025/26.

TUPE is expected to apply to 2 of the 8 staff, details of which can be found in the tender documentation.

There are two employees in the ICT team that are members of the Local Government Pension Scheme and all details are in the tender documentation.

The Trust is inviting suppliers to tender for the supply of management and support for its entire ICT infrastructure. Only suppliers who are able to manage the complete cycle of support and management of all of the school's ICT infrastructure, and can provide excellent support, development and management thereafter, should express an interest in the opportunity.

Total value (estimated)

- £720,000 excluding VAT
- £864,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 5 April 2026 to 4 April 2029
- Possible extension to 4 April 2031
- 5 years

Description of possible extension:

The duration detailed above includes the initial term of 3 years as well as the 2 optional contract extension periods of 12 months each

Main procurement category

Services

CPV classifications

- 72500000 - Computer-related services
- 72590000 - Computer-related professional services
- 72600000 - Computer support and consultancy services

Contract locations

- UKH15 - Norwich and East Norfolk

Submission

Enquiry deadline

27 August 2025, 5:00pm

Submission type

Requests to participate

Deadline for requests to participate

24 September 2025, 5:00pm

Submission address and any special instructions

Full details of how to submit are contained within the documents accompanying this tender.

<https://in-tendhost.co.uk/minervapcs.aspx/Home>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

10 February 2026

Recurring procurement

Publication date of next tender notice (estimated): 21 August 2027

Award criteria

Name	Description	Type	Weighting
Quality	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Quality	65%

Name	Description	Type	Weighting
Price	Full details of the weightings and evaluation criteria are contained within the documents accompanying this tender.	Price	35%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

Duty to Consider Lots

As part of the initial project set up and approval stage of the tender process, Clarion Corvus Trust discussed with Minerva Procurement Consultancy Services Limited the possibility of splitting the tender into more than one lot/contract. It was agreed that lots were not appropriate for this tender process.

Full details of the description of the process being used are contained within the documents accompanying this tender.

Stage 1 Conditions of participation with evaluation

Suppliers are invited to submit a Procurement Specific Questionnaire (PSQ) response. Submissions will be evaluated based on the criteria detailed in the PSQ documentation. A maximum of five suppliers will be taken forward to the Invitation to Tender stage of the process. Where less than five suppliers meet the minimum standards, only those that meet the minimum standards will be taken through to the Invitation to Tender stage. Where more than five suppliers meet the minimum standard, those suppliers with the highest scores will proceed to the Invitation to Tender stage.

Stage 2 Invitation to Tender with evaluation

Suppliers shortlisted to the Invitation to Tender (ITT) stage will be required to submit their final tender and will be evaluated on the criteria detailed in the ITT documentation. Envisaged shortlist of the three highest scoring bidders to be invited to:

Stage 3 Presentation Day

Stage 4 Assessment Summaries and Publication of Contract Award Notice (commencing 8 working day standstill period)

Stage 5 Publication of Contract Details Notice

Further details of the CFP can be found in the documentation accompanying this tender.

Documents

Documents to be provided after the tender notice

The Legal Agreement (terms and conditions) is not available at the time of publishing the tender. It will be provided no later than 29 August 2025. It will be accessible via the hyperlink in the Appendices section of the Memorandum of Information (MoI) which has been published with this tender.

Contracting authority

CLARION CORVUS TRUST

- Companies House: 08347874

Hobart High School Kittens Lane

Norwich

NR14 6JU

United Kingdom

Contact name: Ben Jones

Telephone: +441256467107

Email: tenders@minervapcs.com

Website: <https://www.clarioncorvus.org.uk/>

Region: UKH17 - Breckland and South Norfolk

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

Minerva Procurement Consultancy Services Limited

Summary of their role in this procurement: Procurement consultancy managing the tender process for Clarion Corvus Trust

- Companies House: 07144956

117 Devonshire House, Aviary Court

Basingstoke

RG24 8PE

United Kingdom

Contact name: Ben Jones

Telephone: +441256467107

Email: tenders@minervapcs.com

Website: <http://www.minervapcs.com>

Region: UKJ37 - North Hampshire

Contact organisation

Contact [Minerva Procurement Consultancy Services Limited](#) for any enquiries.