**Stage 2**

**Invitation to Tender**

**Holy Cross Sixth Form College**

**Tender for ICT Switches + Minimum 5-Year Warranty**

**MultiQuote Reference CA16041**

Date & Time for Return of Tenders: **10am, 21 July 2025**

Anticipated Contract Commencement Date: **18 September 2025**

Anticipated Installation Date: **20 – 31 October 2025**

**An Open Tender conducted in accordance with the Procurement Act 2023.**

**Table of Contents**

Section 1: Introduction to the College and proposed contract

Section 2: Tendering instructions and information

Section 3: Award criteria and tender evaluation methodology

**Tender Document Appendices**

Appendix A: Contract specification

Appendix B: Contract terms and conditions

**Tender Return Documents**

TR1: Form of tender

TR2: Schedule of prices

TR3: Technical quality questions

TR4: Conflict of interest declaration

TR5: Non-collusion/canvassing declaration

TR6: Confidential information declaration

**Section 1: Introduction to the College and the proposed contract**

1. Background information on Holy Cross Sixth Form College

In 1979, Bury Convent ceased to be a girls grammar school and became Holy Cross Sixth Form College. A mixed sixth form college initially with 197 students (137 girls and 60 boys). We have grown significantly since then and now have approximately 2,000 sixth formers and 600 undergraduates, still on the original site.

Mission Statement: Holy Cross, founded by the Daughters of the Cross, is a Catholic Sixth Form College and University Centre, which exists to provide a high-quality education within a community based on Gospel values. We provide the opportunity for each person to develop spiritually, morally and intellectually and emotionally and we welcome students and staff of all faiths.

Strategic Aims: To provide a high quality of education. To be a welcoming community based on Gospel values. To encourage each person to develop as an individual.

1. Introduction & Objectives

Holy Cross College is seeking to replace its existing switching infrastructure across the campus. This includes the procurement, delivery, installation, configuration, and commissioning of required network hardware, licenses, and professional services.

The new infrastructure must be configured ready to become operational during the **October half-term break 2025 (Monday 20th to Friday 31st October)** to minimize disruption.

The aim is to implement a solution that delivers resilient, high-speed connectivity to all buildings, with robust core switching and structured edge access across all college locations.

1. Scope of Work

* Supply of network hardware to support the access and core layer as outlined below.
* Licensing for all features including stacking, Layer 2/3 functionality, PoE, and management.
* Professional services including:
  + Pre-deployment planning and configuration.
  + Secure configuration of access layer ports to prevent connecting to the network by non-authorised devices.
  + On-site installation and testing of core switches and related connectivity and at least one switch stack. Physical racking of edge switch stacks to be performed by Holy Cross College IT staff.
  + Cutover support during half-term window.
  + Post-installation documentation and training.
* The College currently has Cisco core and Edge switches and a Meraki Wi-Fi Network which was installed a couple of years ago. Any solution proposed must to be compatible with the Meraki Wi-Fi Network. Suppliers will be expected to demonstrate compatibility, and the College reserves the right to disqualify any supplier who cannot demonstrate full integration and compliance with the Meraki Wi-Fi Network.

1. Access Layer Requirements (Edge Switches)

The College has a number of separate and in some cases joined buildings that are served by a communications cabinet with structured cabling going back to that cabinet. These cabinets then link over OM4 fibre cabling to a server room where the core switches are located. Please see the separate plan of the College which highlights the comms rooms and server room.

Each location will require a switch or switch stack that meets or exceeds the following per-room/stack port capacity:

|  |  |  |
| --- | --- | --- |
| **Location** | **Requirements** | **Example Meraki Configuration** |
| Emilie Mary Building  (1st floor) | * 21 x 2.5Gbps ports (PoE, 30W) * 22 x 1Gbps PoE+ ports * 149 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 3 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 2 x 0.5m Stacking Cables * 2 x 3m Stacking Cables * Similar size Power Stack Cables |
| Emilie Mary Building (ground floor) | * 10 x 2.5Gbps ports (PoE, 30W) * 4 x 1Gbps PoE+ ports * 82 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 1 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 2 x 0.5m Stacking Cables * Similar size Power Stack Cables |
| Kentigern Building | * 17 x 2.5Gbps ports (PoE, 30W) * 10 x 1Gbps PoE+ ports * 141 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 2 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9300 24-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 3 x 0.5m Stacking Cables * 1 x 1.5m Stacking Cable * Similar size Power Stack Cables |
| Marie Therese Building | * 20 x 2.5Gbps ports (PoE, 30W) * 11 x 1Gbps PoE+ ports * 209 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 4 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 3 x 0.5m Stacking Cables * 2 x 3m Stacking Cables * Similar size Power Stack Cables |
| Marie Kelly Building  (Stack 1) | * 24 x 2.5Gbps ports (PoE, 30W) * 27 x 1Gbps PoE+ ports * 165 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 1 x MERAKI C9300 48-PORT POE+ * 2 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9300 24-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 4 x 0.5m Stacking Cables * 1 x 1.5m Stacking Cable * Similar size Power Stack Cables |
| Mary Kelly Building  (Stack 2) | * 240 x 1Gbps non-PoE ports | * 5 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 4 x 0.5m Stacking Cables * 1 x 1.5 Stacking Cable * Similar size Power Stack Cables |
| Maureen Haverty Building | * 15 x 2.5Gbps ports (PoE, 30W) * 13 x 1Gbps PoE+ ports * 212 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 4 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 3 x 0.5m Stacking Cables * 2 x 3m Stacking Cables * Similar size Power Stack Cables |
| Summerfield Building  (Top Floor) | * 11 x 2.5Gbps ports (PoE, 30W) * 4 x 1Gbps PoE+ ports * 81 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 1 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 2 x 0.5m Stacking Cables * Similar size Power Stack Cables |
| Summerfield Building  (Server Room) | * 5 x 2.5Gbps ports (PoE, 30W) * 11 x 1Gbps PoE+ ports * 80 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT (12 MGIG36 2.5GBPS) * 1 x MERAKI C9300 48-PORT DATA ONLY * 1 x MERAKI C9000 1100W AC PLATINUM POWER SUPPLY * 2 x 0.5m Stacking Cables * Similar size Power Stack Cables |
| Summerfield Building IT6 | * 48 x 1Gbps non-PoE ports | * 1 x MERAKI C9300 48-PORT DATA ONLY |

1. Edge Switch Design Considerations

* Switches should support multi-Gigabit Ethernet (1/2.5/5Gbps where applicable).
* All PoE ports must support IEEE 802.3at (PoE+) or higher
* All switches must support high availability stacking or clustering (non-blocking, resilient design).
* Stacks must have sufficient backplane bandwidth to support full throughput
* Stacks should support power redundancy across the stack so that if one power supply fails the stack will continue to function
* Security must be configured on the access layer to prevent users connecting non-authorised devices to edge switch ports.

1. Core Switch Requirements

**Location**:

Summerfield Server Room

**Quantity**:

2 x Core Switches, operating as a resilient pair.

**Requirements**

* Minimum 24 x 10Gbps/25Gbps SFP28 ports per switch.
* Layer 3 functionality: Static Routing, OSPF, BGP, VRRP/HSRP.
* Redundant power supplies and fans.
* Non-blocking switching fabric.
* MPLS-ready (desirable, not required).
* Full support for SNMP v3
* Dual redundant connections to 2 x Smoothwall S15 Firewall / Webfilter appliances running at 10Gbps
* 2 x Dual redundant connections to 2 x Smoothwall S15 Firewall / Webfilter appliances running at 1 Gbps.
* Dual redundant connections to 2 x Dell Power Switch S5212F switches which support our S2D infrastructure running at 10Gbps

**Edge-to-Core Uplinks**

* Each edge stack must be connected to **both core switches** using **2 x fibre uplinks** (one to each core).
* Uplinks must support **25Gbps** and **fallback to 10Gbps** if required.
* Existing **OM4 fibre** cabling is in place and must be reused.

1. Management & Licensing

* Centralized management platform (cloud-based or on-prem) must be included.
* Must support:
  + Role-based access (RBAC)
  + Configuration templates
  + Monitoring and alerting
  + Firmware lifecycle management
  + Zero-touch provisioning (ZTP)
  + All required licensing for full functionality (switching, PoE, monitoring, stacking, routing) must be included with no annual renewals for a minimum of 5 years for the core switches and 10 years for the access layer.

1. Deployment & Support

Installation Window

* All pre-configuration of the switches must take place before Monday 20th October.
* Installation of the core switches and one edge stack must be completed between **Monday 20th October and Friday 31st October 2025**

Services to Include

* Pre-deployment site survey (optional if remote is sufficient)
* Configuration and staging
* Installation and validation testing
* Network diagrams and configuration documentation
* Administrator training (min. half-day)
* Minimum 5-year hardware warranty with next-business-day replacement (please include options for 10 years if possible and for a mix of response times).
* Access control configuration on Access Layer (802.1X)

1. Warranty

A minimum of a 5-year hardware warranty with next business day replacement is required (with the option of 10-year warranty and mix of response times). This will be paid up front rather than through a contract.

The College will decide which warranty option they wish to purchase following the evaluation.

1. Interoperability & Vendor Neutrality

* All components must conform to **open standards** (IEEE, IETF).
* All solutions **must** allow integration with existing third-party firewalls, Wi-Fi, and monitoring systems

**Section 2: Tendering instructions and information**

**Note:**

Only tender submissions successful at Stage 1 (Supplier Information) will be evaluated at this Stage 2. Please ensure you have fully completed and submitted Stage 1 Supplier Information. Stage 1 evaluation is based on pass/fail. **If you can determine from the scoring criteria contained in the Stage 1 documentation that your company has failed any of these questions, consider whether it is appropriate for you to continue to complete and submit your tender**.

**Introduction**

1. The enclosed invitation to tender provides information for consideration with respect to Holy Cross Sixth Form College (“the College”) contract for installation of ICT switches.
2. Tenderers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
3. All information received in connection with this tender application will be treated in the strictest confidence.
4. Tenders must be submitted in accordance with these tendering instructions. Non-compliant tenders may be rejected by the College, whose decision in this matter shall be final.
5. If the contract is split into individual lots, these instructions will apply to each lot, individually.
6. These tendering instructions relate to the supplies, services or works advertised in the UK Find a Tender Service which notice contains the MultiQuote tender reference stated on the front cover of this Stage 2 tender document.

**Tender Timescale**

1. An indicative timetable for the tender process and award of contract is given in the table below:

| **Activity** | **Date** |
| --- | --- |
| Issue open tender documentation | 16 June 2025 |
| Site visit | 10am, 1 July 2025 |
| Final date for tender clarifications | 10am, 11 July 2025 |
| **Final date for tender submissions** | **10am, 21 July 2025** |
| Online presentations (via Teams) \* | 19 August 2025 |
| Successful & Unsuccessful candidates informed (including full assessment feedback) | 4 September 2025 |
| Mandatory standstill period | 4 – 16 September 2025 |
| Formal confirmation of post-standstill award | 17 September 2025 |
| Mobilisation period (including contract signing) | 18 September – 19 October 2025 |
| Installation of the core switches and one edge stack (must be completed by 31 October 2025) | 20 October – 31 October 2025 |
| Handover to College | 31 October 2025 |

**\*** A maximum of the 4 highest scoring suppliers will be invited to the presentation stage.

**Tender Campus Visit**

1. A campus visit has been arranged for **10am, 1 July 2025** at Holy Cross Sixth Form College, Manchester Road, Bury, BL9 9BB. The purpose of the campus visit is to provide all tenderers with the opportunity to view the premises prior to submitting a tender.
2. Please advise attendance at this campus visit by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the College. Confirmation of attendance and names and contact information of the attendee(s) should be received by the CPC not later than close of business on **5pm, 26 June 2025**.
3. At the date and time of the campus visit, report to Reception and advise that you have arrived for the site visit.
4. Any questions and responses discussed at the campus visit will be noted and will be shared with all tenderers via the opportunity advertised on the CPC eProcurement portal.

**Tender Return & Validity**

1. Tenders must be submitted via the advertised tender opportunity on MultiQuote, the CPC eProcurement portal (<https://suppliers.multiquote.com/Page/Login.aspx>) no later than **10am, 21 July 2025** which shall be the date fixed for submission of tenders. Late responses will not be considered.
2. Tenders must be returned via the submission facility for the advertised tender on MultiQuote, the CPC eProcurement portal. No other form of tender submission will be accepted.
3. If you require assistance with making your submission, contact the MultiQuote helpdesk on 020 3920 8054 or by email to [support@elcom.com](mailto:support@elcom.com). **Allow sufficient time to upload your Tender Return Documents prior to the deadline**.
4. Tenders shall be submitted on the basis that the offers contained therein shall remain in force for a minimum of six months from the date fixed for the submission of tenders.
5. In submitting the tender, the tenderer shall undertake that, in the event of the tender being accepted by the College, within fourteen days of being called upon to do so, the tenderer will execute a formal contract consisting of the terms and conditions of contract, this tender document and the successful tenderer’s tender submission. Until such date as the contract is executed this tender, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the College, will form a binding agreement between the College and the tenderer.
6. Failure by the successful tenderer to execute a formal contract within the time specified above will render the contract voidable at the option of the College at any time.
7. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. The College shall have the power to cancel the contract and to recover from the tenderer the amount of any loss arising from the cancellation if either the tenderer:
   1. shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "tenderer" for these purposes shall be deemed to include any person employed by the tenderer, or person purporting to act on the tenderer’s behalf, whether the tenderer is aware of their acts or not; and/or
   2. shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence to obtain quotations necessary for the preparation of the tender, or for insurance purposes; and/or
   3. shall have entered into any agreement or arrangement with any person or company as to the amount of any proposed tender or that the person or company shall refrain from tendering.
8. Apart from during arranged site visits, at no time should the tenderer, prior to submitting or following the tender submission, communicate with any person within the College, regarding this procurement process. Failure to abide by this requirement may disqualify the tenderer’s proposal from being considered. All communication should be conducted via the tender messaging tool on MultiQuote, the eProcurement portal used by the College (<https://suppliers.multiquote.com/Page/Login.aspx>).
9. Tenders must be based upon the terms, conditions and specification(s) and tender return documents set out in this tender document, otherwise they may be rejected based on unsuitability and non-compliance. Tenderers must complete the tender return documents listed in the table of contents and return them unaltered and in their native file formats. Tenderers shall not modify any of the tender return documents or reformat/rebrand them.
10. The College will exclude tenderers at any time throughout the tender process should any grounds for exclusion pursuant to s.57 of the Procurement Act 2023, as amended from time to time, be found to apply.

**Acceptance of Tender**

1. The College shall not be under any obligation to accept the lowest, or any tender.
2. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the tenderers.
3. The College shall have no liability to settle any cost incurred by the tenderer resulting from this tendering procedure, or any re-tendering procedure.
4. Tenderers will be notified of the outcome of their tender submission in accordance with the tender timeline set out in this tender document. No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.

**Pricing**

1. Prices shall be submitted in accordance with TR2 Schedule of prices.
2. Unit rates and prices must be quoted in pounds’ sterling. Tenders should be submitted exclusive of Value Added Tax (VAT). Further instructions in respect of price submission are included in TR2 Schedule of prices.
3. If the College suspects that there has been an error in pricing of the tender, the College reserves the right to seek clarification as it considers necessary from that tenderer only.
4. If a tender appears to be abnormally low in relation to the requirements of the tender, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a tender if, after verification based on explanations and evidence received from the tenderer, it concludes that the tender is abnormally low.

**Contract Commencement & Duration**

1. The successful tenderer(s) shall be prepared to commence the provision of the proposed supplies, services or works on **18 September 2025**, being the commencement date referred to in the contract terms and conditions at Appendix B of this tender document. The duration of the contract will initially be for the installation and handover period only.

**Tender Queries**

1. Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these should be raised by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the College as soon as possible, and in any case **not later than calendar ten days** before the date fixed for submission of tenders for return of tenders. The CPC will circulate to all tenderers, a copy of all tender queries and replies provided. Tenderer anonymity will be preserved.
2. Where tenderers have any queries in respect of specific condition of the Contract terms and conditions, these should be raised by contacting the CPC via the tender messaging tool on MultiQuote (<https://suppliers.multiquote.com/Page/Login.aspx>), the eProcurement portal used by the College as soon as possible, and in any case **not later than calendar ten days** before the date fixed for submission of tenders for return of tenders. Please ensure the specific condition(s) queries and any proposed amendment(s) are provided. These will be reviewed by the College on a case-by-case basis, and, if accepted, revised terms and conditions will be issued to all tenderers. **Failure to otherwise accept the proposed Contract terms and conditions may result in the tender being rejected by the College**.

**Tender Clarifications**

1. The College may, during its evaluation of tender submissions, require clarification of parts of submissions from one, several, or all tenderers. Where practicable such clarifications will be conducted through the messaging tool on MultiQuote with the individual tenderers concerned and which will create an audit trail for that purpose.
2. Should the College deem it necessary to hold a tender clarification meeting with one or more tenderers, such meetings will be arranged as soon as practicable and during the week identified in the tender timescale set out in this invitation to tender. Such meetings will be held only to clarify matters within tenderers’ submissions and will not be used to elicit additional information. Such meetings will not form part of the scored element of tender evaluation but will be to assist the College with scoring of the tender submission(s) received.

**Tender Submission Checklist**

1. Tenderers shall ensure that they:
   1. Complete, sign and return TR1 Form of Tender
   2. Complete and return TR2 Schedule of Prices
   3. Complete and return TR3 Quality and Technical Questions
   4. Complete, sign and return TR4 Conflict of Interest Declaration
   5. Complete, sign and return TR5 Non-Collusion/Canvassing Declaration
   6. Complete, sign and return TR6 Declaration of Confidential Information
   7. Provide copy insurance documentation as follows, or provide a statement to confirm that such insurance will be in place upon entering into a contract should the tenderer’s offer be accepted:
      1. Employer’s Liability – £25 million
      2. Public Liability – £25 million
      3. Professional Indemnity – £25 million
2. Tenderers may submit additional supporting information, which must be clearly referenced to the element of the tender to which it refers. Tenderers shall not use this facility to increase any question word count, nor rely upon such additional information in isolation to address the requirements of the question to which the documents refer.

**Amendments to the Tender Documents**

1. The College reserves the right to make changes of a minor drafting nature to the tender and contract documentation.
2. The College reserves the right to make changes to the tender evaluation methodology stated Part 3. Tenderers will be informed of any changes prior to the date fixed for submission of tenders.

**Use of Tender Documents**

1. These tender documents shall be treated as private and confidential. Tenderers must not disclose that they have been invited to tender or release details of the tender documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the tenderer needs to consult for the purposes of preparing the tender.
2. Any information given to the tenderer by way of guide quantities and any plans, drawings or reports in the attached appendices are only given as a guide. The tenderer warrants that it has ascertained for itself the accuracy of the information. No claim against the College shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.
3. The copyright in these tender documents is vested in the CPC. They may not be reproduced, copied or stored in any medium without the prior written consent of the CPC other than for use strictly for the purpose of preparing a response to this invitation to tender.

**Freedom of Information & Duty to Disclose**

1. Tenderers shall specify with reasons if any information contained in their tender submissions is to be treated by the College as confidential. This information can be provided by completion of TR6 Declaration of confidential information.
2. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000 or the Procurement Act 2023.

**Equality and Diversity**

1. The successful tenderer(s) shall adhere to their own equality and diversity policies, copies of which shall be made available to the College on request. As a minimum, these policies should reflect the requirements and values of the College’s equality and diversity policies, copies of which will be supplied upon request.

**Safeguarding Young People and Adults**

1. The College recognises that everyone has a right to protection from abuse and takes seriously its responsibility to protect and safeguard the welfare of children, young people, and vulnerable adults.
2. Where a tenderer’s personnel may encounter children, young people or vulnerable adults, or be expected to hold sensitive personal information in relation to them, the College will require such Tenderer’s personnel to hold DBS clearance to the same level of DBS clearance, monitoring and verification as the College would expect of its directly employed staff.
3. The Specification at Appendix A sets out whether such provision in respect of DBS clearance is required. If it is stated as being required, the tenderer will ensure that all costs incurred by the tenderer in respect of obtaining such DBS clearance for its relevant personnel is included in its tendered prices. No additional claims for costs associated with compliance with the requirements of DBS clearance will be accepted by the College.

**Section 3: Award criteria and tender evaluation methodology**

1. The Contract will be awarded to the most advantageous tender(s) applying the award criteria and evaluation methodology detailed below.

**Technical Quality Requirements (Non-Price)**

1. Scores for each question will be awarded on the following basis:

|  |  |
| --- | --- |
| **Assessment of Response** | **Score** |
| **Excellent**:  Meets all expectations / Demonstrates complete understanding of all the requirements of this particular specification / No reservations. | 4 |
| **Good**:  Meets most expectations / Demonstrates good understanding of most of the requirements of this particular specification / No reservations. | 3 |
| **Marginal**:  Meets some expectations / Response is standardised with no apparent understanding of the requirements of this particular specification / Minor reservations. | 2 |
| **Poor**:  Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations. | 1 |
| **Unacceptable**:  Response is missing / Response is very weak and does not address the specification / Major reservations. | 0 |

**Price**

1. Scores will be awarded for price on the following basis:

The lowest Contract price submitted for each part in accordance with Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract price compared to the lowest e.g. (Contract Price – Lowest Contract Price / Lowest Contract Price \* 100) = X%. This percentage will be deducted from the total score available.

**Award Criteria & Weightings**

1. Tender Responses will be evaluated on the award criteria and weightings set out in the table overleaf:

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Requirements** | **Sub-Criteria / Question Weighting (%)** |
| **Technical Quality Requirements (Non-Price)** | | |
| Technical Quality Requirements (**40**%) | **Presentation Question – Integration and Compatibility:**  The College’s existing wired network is Cisco with a Cisco Maraki Wi Fi network, and ideally proposed solutions would allow for the wired network to be managed through the same portal. However, other brands will be considered that meet the integration, compatibility and minimum technical specification.   * Detail your proposed solution and how this will integrate with the College’s existing Wi Fi network, preferably including the management portal. | 50% |
| **Presentation Question - Delivery & Mobilisation:**   * Confirmation your organisation is able to meet the dates outlined within the proposed timetable. In particular, the proposed project commencement and handover dates. * Detail your experience of delivery and proposal for new system to meet essential requirements, including technical requirements * Explain your site-specific mobilisation plan including:   + Mobilisation Manager/Lead   + Details of the onsite and offsite management for this contract   + How often the Contract Manager will be on site | 30% |
| **Technical Assistance & After Sales Services:**   * Detail the technical assistance support/helpdesk which will be available to the College throughout the process from mobilisation to handover of the completed project * How your organisation proposes to manage the handover process to the College’s incumbent IT Services provider. * Confirmation/explanation to be provided on how solution can be serviceable/maintained by the incumbent IT provider going forward | 10% |
| **Added Value/Innovation**   * Additional wrap around services that can be included or accessed as part of the solution. * Any other added value initiatives you propose for this contract. | 5% |
| **Use of Supply Chain/Partner**  Provide details on the relevant IT partners your organisation will be working with to deliver this contract including your accreditation/partnership level | 5% |
| **Price** | | |
| Schedule of Prices  (**60**%) | Schedule of Prices | 100% |
| **Total (100%)** |  | |