

VOLUME 4 - PRICE

Contract title	THE PROVISION OF A MANAGEMENT INFORMATION SYSTEM & FINANCIAL ACCOUNTING SYSTEM FOR SCHOOLS & ACADEMIES
Contract ID	DN212852
Type of supply	SUPPLIES with SERVICES elements
Type of contract	FRAMEWORK
Contract start date	17 th January 2017
Contract end date	31 st March 2021
Possible extensions (<i>if applicable</i>)	31 st March 2023
Estimated total contract value	£2,000,000 - £30,000,000

TENDER CLOSING DATE: Noon on 21st November 2016

<p>FOR YOUR FILE AND RETENTION. YOU DO NOT NEED TO RETURN AS PART OF YOUR SUBMISSION</p>
<p>PLEASE DO ENSURE YOUR PRICING APPENDICES ARE COMPLETED AND RETURNED</p>

1. PRICING SCHEDULE

Instructions for submitting pricing to be appointed to the Framework

- 1.1. The maximum available percentage marks of 40% will be awarded to the lowest priced bid for each Lot. Marks for higher priced bids will be allocated on a pro-rata basis as detailed within Volume 1.

For the purposes of the evaluation process to be appointed to the Framework only, Contractors are required to complete the costing spreadsheets provided at Appendices D - I. There is one scenario Contractors are asked to submit pricing on in relation to each Lot.

The scenarios for each Lot are outlined as follows:

Lot 1 – MIS for use by primary schools (40% of the overall marks)

See Appendix D

A Local Authority maintained primary school has 140 pupils.

They have asked for a new MIS system.

They have asked for whole life costing in respect of the MIS products for a period of 4 years.

For the purposes of this scenario, the school have asked, that Contractors provide full costings for the system to be hosted externally by the Contractor.

The school will not require first line support, as this is being provided via their LA support team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this evaluation, is located in Northallerton, North Yorkshire.

Lot 2 – MIS for use by secondary schools (40% of the overall marks)

See Appendix E

A Local Authority maintained secondary school has 800 pupils.

They have asked for a new MIS system.

They have asked for whole life costing in respect of the MIS products for a period of 4 years.

The school have asked that Contractors provide full costings for the system to

be hosted externally by the Contractor.

The school will not require first line support, as this is being provided via their LA support team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this evaluation, is located in Northallerton, North Yorkshire.

Lot 3 – FAS for use by LA maintained primary schools (40% of the overall marks)

See Appendix F

A Local Authority maintained primary school has 140 pupils.

They have asked for a new FAS system.

They have asked for whole life costing in respect of the FAS products for a period of 4 years.

The school have asked that Contractors provide full costings for the system to be hosted externally by the Contractor.

The school will not require first line support, as this is being provided via their LA support team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this evaluation, is located in Northallerton, North Yorkshire.

Lot 4 – FAS for use by LA maintained secondary schools (40% of the overall marks)

See Appendix G

A Local Authority maintained secondary school has 800 pupils.

They have asked for a new FAS system.

They have asked for whole life costing in respect of the FAS products for a period of 4 years.

The school have asked that Contractors provide full costings for the system to be hosted externally by the Contractor.

The school will not require first line support, as this is being provided via their LA support team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this evaluation, is located in Northallerton, North Yorkshire.

Lot 5 – FAS for use by primary academies and MATs (40% of the overall marks)

See Appendix H

A 500 pupil single primary academy.

They have asked for a new FAS system.

They have asked for whole life costing in respect of the FAS products for a period of 4 years.

The single primary academy have asked that Contractors provide full costings for the system to be hosted externally by the Contractor.

The single primary academy will require first and second line support, as this is not being provided via the LA support team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this evaluation, is located in Northallerton, North Yorkshire.

Lot 6 – FAS for use by secondary academies and MATs (40% of the overall marks)

See Appendix I

A 1500 pupil single secondary academy.

They have asked for a new FAS system.

They have asked for whole life costing in respect of the FAS products for a period of 4 years.

The school have asked that Contractors provide full costings for the system to be hosted externally by the Contractor.

The single secondary academy will require first and second line support, as this is not being provided via their own team.

There will be a requirement for 10 staff to receive the training. This training is to be delivered face to face at the school, which for the purposes of this

evaluation, is located in Northallerton, North Yorkshire.

- 1.3. Contractors who are submitting bids for more than one Lot are obliged to complete the relevant costing table(s) for each Lot at Appendices D - I.
- 1.4. The pricing submitted via Appendices D – I must be identical to the pricing submitted in Appendices J & K where applicable.

Instructions for submitting pricing in relation to Call-Off Contracts

- 1.5. Contractors are required to submit detailed pricing as per Appendices J & K for the initial four years of this Framework Agreement.
- 1.6. The pricing stated in 1.5 above will form part of the information pack that each Contractor is required to submit to enable schools to make an informed decision as to whether they want to conduct a direct call-off from this Framework.
- 1.7. The above pricing contained in the spreadsheets must include all costs and expenses for all obligations under this Contract.

NB: all prices must be exclusive of VAT

- 1.8. All pricing submitted via the spreadsheets in Appendices J & K must be firm for the initial duration of the framework, subject to CPI inflation (for more information please see paragraph 1.12).
- 1.9. Schools will use the pricing submitted via the spreadsheets in Appendices J & K as part of their decision making process, to assist them in determining whom to issue a call-off contract to. This will also assist them with their budgeting knowing that the published prices for this initial duration will not change.
- 1.10. Neither the Council nor a school will pay any travel costs.
- 1.11. It is expected, given supplies/services of this nature tend to be fairly stable, that Contractors will actually implement pricing that reflects the longer term commitment from schools and costs actually reduce as fewer issues have to be dealt with. This is because the school will be more confident using the system and thus raise fewer queries, whilst at the same time for an established product, all the “bugs” should have been eradicated in previous upgrades thus requiring less maintenance.
- 1.12. Inflation – the Council agrees to accept an annual increase on the 1st April each year, commencing 2018, over the life of the framework and annually for each year of a call off contract from the framework. The mechanism for reviewing the price shall be the Office for National Statistics (ONS) headline rate for the

Consumer Price Index (CPI), published in the preceding September in each of those years. The inflation rate used will be CPI -1%. If the CPI rate is below 1% this will constitute a price freeze for all contracts under this framework agreement, with a maximum increase of 2.5% to be paid in any one year.

2. ACCESS FEE

- 2.1. The Contractor will be required to levy a fee on all Local Authorities and schools accessing this framework.
- 2.2. This fee will still apply where the Authority is the one creating the call-off contract on behalf of a number of schools.
- 2.3. The fee levied will be 1% of the amount agreed between the Local Authority or school and the Contractor to deliver the requirement for a period of one year commencing on 1st April and ending on 31st March the following year. Or, pro-rata'd from the date the call-off arrangement came into being until the following 31st March.
- 2.4. The amount due in the first year of any arrangement is to be advised to the Authority by the Contractor within two weeks of each call-off arrangement going live. The Authority will then issue an invoice to the Contractor in respect of each access fee for payment by the Contractor within 30 days.
- 2.5. Thereafter, the 1% access fee will be levied annually on the 1st April every year based upon the costs to deliver the agreed requirement in the call-off arrangement.
- 2.6. On the 1st April every year the Contractor must write to the Authority and detail the amount of access fees due to the Authority for the forthcoming year. At which point the Authority will issue invoices to be paid to the Authority by the Contractor within 30 days.
- 2.7. Each access fee will be consolidated into a single, totally transparent, payment and paid to the Authority using the details provided below:

Name	Keren Wild Service Manager – Schools ICT
Address	Highfield House, Kearsley Road, Ripon, North Yorkshire HG4 2SG
Email	Keren.wild@ northyorks.gov.uk
Telephone	01609 536042

3. INVOICING AND PAYMENTS

Instructions for invoicing/paying the Council

- 3.1. The Contractor is required to submit invoices/payments as agreed in the Call-Off Contract to:

In respect of all Lots:

Name	Keren Wild Service Manager – Schools ICT
Address	Highfield House, Kearsley Road, Ripon, North Yorkshire HG4 2SG
Email	Keren.wild@northyorks.gov.uk
Telephone	01609 536042

- 3.2. Each invoice must be fully broken down to show all elements of the services/supplies to be provided.
- 3.3. Where the Contractor has stipulated there are one-off set up costs, those costs should be included in the first invoice submitted and clearly identified as being set up costs.
- 3.4. The Contractor is required to use the pricing they have disclosed in the spreadsheets at Appendices J & K.
- 3.5. The Authority will pay undisputed invoices within 30 days of receipt. In the event any invoice is disputed this period will not commence until the disputed element has been resolved. Where feasible to do so, the undisputed element of the invoice will be paid within the 30 day period.
- 3.6. The Authority has arrangements for small and medium sized enterprises to be paid within 10 days where they request earlier payment to help with their cash flow. The successful Supplier if classified as a small and medium sized enterprise can complete the application form via the Authority's website <http://www.northyorks.gov.uk/article/26196/Working-with-our-suppliers>.
- 3.7. During the lifetime of this Contract, it is highly probable that the Authority will adopt some form of a "Procure to Pay" (P2P) system which will include a requirement for electronic invoices to be directly submitted by the Contractor. In advance of the Authority adopting this approach, the Contractor must have the capability to raise electronic invoices. Any expenses of the Contractor involved in the transition to the P2P system or the submission of electronic invoices shall be met by the Contractor.

Instructions for invoicing other Local Authorities/schools/academies

- 3.8. Details of the invoicing arrangements should be agreed between the parties in the Call-Off Contract document at Schedule 1 to Volume 6 – Terms and Conditions of Contract.
- 3.9. Where the Contractor has stipulated there are one-off set up costs, those costs should be included in the first invoice submitted and clearly identified as being set up costs.
- 3.10. The Contractor is required to use the pricing they have disclosed in the spreadsheets at Appendices J & K. This pricing will remain firm for the period stated in 1.8 above. The Contractor must not update the pricing spreadsheets Appendices J & K without the prior approval of the Council.
- 3.11. The Contractor may agree reduced pricing with a school, but cannot agree increased pricing if any element of that pricing exceeds what has been disclosed in the spreadsheets at Appendices J & K.

4. CALLING-OFF ARRANGEMENTS

- 4.1. The Authority, other Local Authority or a school will use the Call-Off Contract document at Schedule 1 to Volume 6 – Terms and Conditions of Contract to evidence what has been agreed between the parties.
- 4.2. The Terms evidenced at Volume 6 will also apply to any Call-Off Contract.