

# **Carmel Education Trust**

## **Invitation to tender for the provision of Human Resources Strategic Support & Operational Advice & Guidance**

## 1.0 Introduction

Carmel Education Trust (The Trust) is a highly successful multi academy trust comprising 7 academies (9 from 1 September 2018) within Darlington, Stockton and Billingham. The Trust wishes to engage a suitably qualified and experienced Human Resources Advisors to provide strategic and operational advice and guidance to all academies.

### 1.1 Commencement and Duration of Contract

The contract will commence on 1 September 2018 and will run for a period of three years ending on the 31 August 2021 subject to EU Procurement Regulations.

## 2.0 Trust Information

The Trust currently comprises 7 academies - 3 secondary academies and 4 primary academies (located in Darlington, Stockton and Billingham in two Local Authority areas (Darlington and Stockton) and within the Roman Catholic Diocese of Hexham & Newcastle. By September 2018 this is likely to have increased to 9 Academies in the MAT; 3 secondary academies and 6 primary academies

In accordance with the Bishop's Memorandum the Trust is obliged to comply with local and nationally negotiated terms & conditions for its employees (teachers and support staff).

School	Full Time Equivalent	Headcount
<b>Secondary</b>		
Our Lady & St Bede, Stockton	84.82	117
St Michael's Catholic Academy, Billingham	92.12	115
Carmel College, Darlington	173.1	199
<b>Primary</b>		
St Bede's Catholic Academy, Stockton	26.74	37
Holy Family RC Primary School, Darlington	16.3	25
St Augustine's RC Primary School, Darlington	19.18	26
St Gregory's Catholic Academy, Stockton	28.8	39
<b>New Trust Schools (September 2018)</b>		
St Bede's RC Primary School, Darlington		
St Teresa's RC Primary School, Darlington		

Additional Information:-

- Carmel College is a Teaching School and ITT provider
- Our Lady & St Bede has an SEN Base (Autism)
- Payroll, pension administration & operational sickness management is undertaken by Xentrall Shared Services
- The Trust employs a HR & Payroll Manager to work across all Academies
- Catering and Cleaning provisions are 'in house'
- A Union Recognition Agreement is in place.

The Diocese of Hexham & Newcastle has published proposals which would see the Trust grow in size over time. The Trust is therefore in a period of change, and may grow in the short, medium and longer time and tenderers should consider the potential for growth as part of their submission.

### 3.0 Key Requirements

The Trust is looking for organisations that can demonstrate;

- Their understanding of a Multi Academy Trust
- An ability to provide effective support the Directors, Heads and Senior staff within the Trust.
- A proactive supportive approach
- Proven track record of working within similar settings
- Ability to work flexibly and respond within agreed timetables

We require support, advice and guidance in the following areas:-

We would expect the successful Tenderer attends relevant Board, Committee, Working Group meetings in relation to the scope of the Tender.

#### Strategic Support to the MAT

- HR advice and support to the Trust Senior Leadership
- HR advice and support to the Trust Board and its committees, including preparation and presenting of reports on key issues or policies, for example leadership pay, pay strategy and Trust Leadership appointments
- Scheduled meetings with the Trust Senior Leaders together with day to day e-mail and telephone enquiries.
- Provide advice and support to the Trust to reflect legislative or policy changes.
- Strategic advice and support with change management, strategic workforce planning and staffing review and restructure.
- Succession planning and retention strategies and advice.
- Undertake a rolling programme of policy review and revision including **but not limited to:**
  - Absence Management
  - Capability
  - Discipline
  - Grievance
  - Recruitment
  - Leave of Absence
  - Pay and Performance
- Support with maximising the freedoms and flexibilities of academy status in relation to employment matters in alignment to the Memorandum of Understanding that exists with the Diocese.
- Support with employee relations matters including consultation and negotiation with Teacher's Associations and Trade Unions
- Provide support, advice and guidance on staff wellbeing.
- Attendance at Trust Board / Governing Body meetings to advise on pay and grading, job evaluation, job descriptions and conditions of service
- Advice and support with equality and diversity matters.
- Advice and support on post transfer TUPE matters.
- Continued support with developing Trust employment contracts and provide advice on amendments to existing employment contracts.
- Provide advice, guidance and training on the implementation of HR policies as and when required.
- Drafting model policies and procedures, amending and updating them in line with changes in legislation and good practice.
- Provide timely update briefings on staffing and HR issues, policy, practice and legislation.
- Provide training and development as required on HR matters, implementation of new policies, legislative changes affecting the Academy Trust.

- Support with procuring Occupational Health Advisors, Counselling Services, Physiotherapy Services, Sickness Absence Insurance and other related services.

## **Operational Advice and Guidance**

### **Advice and Guidance**

To provide support for each academy in the following areas:

- HR advice and support to each Head Teacher/Head of School.
- Assistance throughout the whole of the School's disciplinary procedure
- Assistance throughout the whole of the School's capability procedure
- Attendance at Trust committee meetings to advise on all employee matters where required
- Training on the management of employee relations matters, sickness management and recruitment.
- Advice and support with safeguarding matters in relation to allegations against staff including liaising with LA and other relevant agencies.
- Advice and support with change management, strategic workforce planning, staffing restructure and any staffing reduction procedures.
- Succession planning and retention strategies and advice.
- Provision of advice and support in conjunction with legal advice in respect of preparations for Employment Tribunal cases.
- Advice and guidance on safer recruitment including DBS checks, Single Central Record etc.
- Support and advice on the application of all HR policies including, **but not limited to**:
  - Absence Management
  - Capability
  - Discipline
  - Grievance
  - Recruitment
  - Leave of Absence
  - Pay and Performance
- Guidance on the application of School Teachers' Pay & Conditions Document, Burgundy Book, Green Book and locally negotiated terms and conditions of employment for support staff.

### **Employee Relations**

- Advice, guidance and support on all employee relations matters including collective disputes, grievances collective or individual, bullying and harassment issues.
- Support with working and dealing with the trade unions and professional associations.
- Advice and guidance on the interpretation of conditions of service.
- Advice on maternity and adoption leave, payment, family friendly and leave of absence arrangements.
- Redundancy calculations and related administration
- Advice on redeployment options for staff
- Advice and support in negotiating settlement agreements and in Industrial Tribunal

### **Casework**

- Supporting senior staff with investigations where appropriate
- Support with sickness absence complex cases including monitoring of sickness absence, provision of information, home visits and proactive intervention strategies.
- Support with writing referrals to occupational health, follow up and interpretation of advice and strategies for return to work and case management.

## **Recruitment**

- Advising on best practice in recruitment
- Provision of example job descriptions and person specifications
- Advice on content and layout of adverts
- Assisting with the whole administration of Headteacher, Head of School and SLT appointments
- Working with the Trust and Diocesan recruitment adviser provide support as and when required with senior appointments.

## **Pay and Performance Management**

- Advice on implementation of Trust pay and appraisal policies.
- Advice on the award of annual pay awards.
- Advice on annual pay review for all teaching staff including senior leadership posts
- Advice and guidance on the fair and equitable implementation of appraisal and performance management arrangements.

## **4.0 Instructions to Tenderers**

### **Tender Returns Requirements**

Please complete the Questionnaire & Tender Pro Forma.

Please also supply the following information;

- Details of how you meet all Key Requirements in section 3, above
- Information about your organisation and the key personnel who will be involved
- Examples of other relevant clients
- Quality assurance procedures
- Your last two years financial statements

This information may be provided in your standard format.

### **Full completion of the Questionnaire & Tender Pro Forma is a condition of tendering.**

The Tenderer shall tender its prices / costs in accordance with the instructions below. Prices / costs are to be submitted exclusive of VAT price / cost and any VAT (detailing the rate applied) that may be applicable as a separate figure / column.

### **Interpretations**

In these Instructions to Tenderers, unless the contrary intention appears:-

- a) **“Tender”** means any offer submitted in response to this Invitation to Tender.
- b) **“Tenderer”** means any person, partnership or organisation, invited to submit a Tender.
- c) **“Trust”** means the Academy Trust listed in section 1 of this document.

### **Canvassing**

Any Tenderer who directly or indirectly canvasses any Governor or employee of the Trust concerning this or any other tender shall be disqualified.

## **Commercially Sensitive Information**

All information supplied by the Trust in connection with this tender shall be treated as confidential by each Tenderer. The Tenderer must not disclose that they have been invited to tender or release details of the tender document other than on an "In Confidence" basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

The tender and its accompanying documents are and shall remain the property of the Trust. They should be securely disposed of immediately in any event, if the Tenderer does not wish to, or is unable to, submit a Tender.

## **Freedom of Information**

The Trust is committed to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Trust may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received.

## **Collusive Tendering**

Any Tenderer who:

- a) fixes or adjusts the amount of its Tender by or in accordance with any agreement or arrangement with any other person; or
- b) communicates to any person other than the Trust the amount or approximate amount of its proposed Tender; or
- c) enters into any agreement or arrangement with any other person to refrain from tendering; or
- d) offers or agrees to pay or give or does pay any sum of money, inducement or valuable consideration directly or indirectly to any person in relation to any other Tender;

will be disqualified (without prejudice to any other civil remedies available to the Trust and without prejudice to any criminal liability, which such conduct by a Tenderer may attract). If the Contract has unwittingly been awarded to such a Tenderer it may be terminated forthwith.

## 5.0 Timetable

Phase	Due By
Issue of Tender	23-May 2018
Closing Date for return of Tenders	20-June 2018, 1.00 pm
Evaluation of Tenders & Invitation to 2nd Stage (interviews)	25-June 2018
HR Provider Interviews	4-July 2018
Finalise Tender Evaluation Report and Recommendation	4-July 2018
Award Contract	5-July 2018
Implementation Phase/Contract live	1-September 2018

## 6.0 Tender evaluation and award

### Financial assessment

The Trust may seek a reference from a properly recognised business risk reference agency in order to establish whether the Applicant has satisfactory financial status. The reference will be sought by means of the tenderer's Company Number or other corporate reference.

### Business Activities and References

Tenderers who are unable to demonstrate that relevant business activities are a core part of their business and that they have experience of managing similar significant education related contracts or equivalent and have adequate existing resource levels with relevant experience will not be considered further. In addition, where unsatisfactory references are provided by the referees this will also constitute a fail.

The Tenders will be evaluated to ascertain the most economically advantageous tender in determining the appointment. The award will be based upon the evaluation of the proposals submitted in response to the documents supplied, relevant references, a price and quality scoring mechanism and the results of negotiations.

The following criteria will be applied:

- 20% Demonstrable ability to resource the provision with appropriately experienced and qualified staff.
- 20% Demonstrable experience of success in undertaking similar work and in comparable education settings
- 20% Quality of approach in delivering services
- 40% Cost

### **Submission of Tender**

Please return your fully compliant tender to the address below by **1 p.m. 20 June 2018**

FAO Jennifer Moorhouse  
Carmel Education Trust  
The Headlands  
Darlington  
Co Durham  
DL3 8RW

**Submissions should be in a sealed envelope and clearly marked as “Tender submission”.**

Tenderers should ensure that they submit:

1. The completed Questionnaire & Tender Pro Forma, and;
2. Any supporting information indicating how they comply with the Key Requirements in Section 3.0 above.

### **General**

The submission of the Tender shall not in any way bind the Trust to enter into an Agreement with the Tenderer or involve the Trust in any financial commitment in this respect.

The Trust reserves the right to verify information that applicants provide at the tender stage and disqualify an application if an error, omission or mistake is discovered. This applies, no matter what stage has been reached in the tender process.

The Trust reserve the right to terminate any Agreement we award if, at any time thereafter, we discover that the Tenderer has made any material misrepresentation in their tender.

The Trust reserves the right to cancel the tendering process and reject all Tenders at any time prior to award of Agreement without incurring any liability to the affected Tenderers.

All unsuccessful Tenderers will be offered the opportunity to be given a telephone debriefing.

By issuing this invitation we are not bound in any way and do not have to accept the lowest or any tender. You will not be entitled to claim for any costs or expenses, which you may incur in preparing your tender whether or not your tender is successful.

## Carmel Education Trust

### Tender for HR

#### Questionnaire & Tender Pro Forma

Ref	Information Required	Response
1.	Full title of organisation.	
2.	Address of registered office.	Post Code: Tel No: Fax No:
3.	Registered Company Number.	
4.	Date business commenced.	
5.	If the applicant organisation is a member of a group, please provide the name and registered address of the head office.	Post Code: Tel No: Fax No:
6.	Please specify any potential conflicts of interest or close relationships between any staff of the applicant organisation and the Trust staff and/or Directors. If none, please specify "None".	
7	Please provide details of the organisation's; Professional indemnity insurance cover.  Public liability insurance	Name of Insurer:  Policy No:  Renewal Date:  Limit of Indemnity:  Name of Insurer:

Ref	Information Required	Response
		<p>Policy No:</p> <p>Renewal Date:</p> <p>Limit of Indemnity:</p>
8.	Within the last 3 years, have there been any enforceable judgments, mortgages or charges against the organisation or its directors?	
9.	Has the organisation had a contract (similar to this) terminated prematurely during the last 5 years?	<i>If yes please provide further Information.</i>
10	Describe your proposed contract management process and customer review process	
11	Provide details of your experience in undertaking similar work in comparable educational settings.	
12	Describe your quality systems and procedures including copies of relevant accreditations	
13.	Has the organisation had to pay financial penalties or had payment deducted from monies arising from failure to perform in accordance with its contractual obligations, during the last 5 years?	<i>If yes please provide further information.</i>
14	Please provide details of your and recruitment and vetting processes.	
15	Please outline the professional qualifications, skills and experience of the team and how they are to be allocated to provide support.	
16	Please outline any proposed areas of non-compliance with the specification.	
17	References - please provide at least two references for similar contracts within the educational environment.	

Ref	Information Required	Response
18	Please attach your last two years audited financial statements.	
19	Tender Price excluding VAT (Year 1,2,3 & total all years)	
20	<p>Please provide details of your pricing structure including a breakdown of component costs for the services including:</p> <ul style="list-style-type: none"> <li>• staff time and costs</li> <li>• management time and costs</li> <li>• administration time and costs</li> <li>• estimates of reimbursable expenses</li> <li>• the cost for each additional primary school joining the Trust</li> </ul> <p>Please see further guidance on pricing at <b>Annex 2</b>.</p>	
21	Please outline any 'value added' which may be to the advantage of the Trust and within tender price including any proposals for efficiencies	
22	Please outline any opportunities which may be available to the young people of the Trust, for example, work experience, careers advice & guidance.	

**It is important that all the questions are addressed (if a question is not valid please indicate "N/A or None") if you wish to add any further information please attach a supplemental document.**

## Pricing Schedules

- Proposed charge rate for the individuals involved in the project, presented on an hourly or daily basis. Tenderers may wish to quote a rate for each individual or to categorise their team by role and/or seniority and provide a rate for each category.
- An estimation of the time to be spent on each task or group of tasks set out in Section 3.0, including time incurred on professional work, research, meetings and time spent travelling in connection to the project.
- A cost for each task or group of tasks set out in Section 3.0 and costing assumptions including size of schools and meetings attended
- Details of disbursements to include the following:
  - Travel
  - Equipment, materials and supplies
  - External support services, such as translation or legal costs which need to be brought in from the outside.
  - Printing and production of contract related reports
  - Staffing training/CPD
  - Subsistence allowances.
- Allowance for inflation each year over the life of the project