

Invitation to Tender (ITT)

The Mead Educational Trust

Date of Issue:
08 July 2024

ITT Contact

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1 Introduction

This is a private procurement to quote for the provision of Legal Services to The Mead Educational Trust (TMET), for **the period of 1 September 2024 to 31 August 2027** (inclusive) (Please refer to Appendix A – Legal Services Requirements 2024 for further details)

The Mead Educational Trust is a growing family of eight primary and five secondary schools in Leicester and Leicestershire. Our schools and central team share expertise, resources, and best practice across The Mead. We make decisions transparently and strategically, in the interest of all our schools.

With a record of strong school improvement and willingness to innovate and take risks, our Trust has earned a regional and national reputation for excellence.

More importantly though, we have always prioritised our young people and their needs.

Tenderers should note that the award of the contract is expected during August 2024

Whilst the information in this document has been provided in good faith, it does not purport to be a comprehensive review of all matters relevant to the requirements and neither The Mead Educational Trust, nor any of its employees or advisers accept any liability or responsibility for its adequacy, accuracy or completeness, nor do any of them make any representation or warranty, express or implied, with respect to the information contained in this document. Nothing in this document is or should be relied upon, as a promise or representation as to The Mead Educational Trust's ultimate decision.

2.2 Evaluation criteria

The Bid process will be conducted in a manner that ensures Bids are evaluated fairly to ascertain the most economically advantageous Bid using the following criteria:



- 1 Bidders should provide details of the proposed delivery team; the actual personnel undertaking the work, along with relevant experience, qualifications, and their specific input to service provision / delivery and any other relevant information.
- 2 Bidders should provide details of a key / lead contact who will act as the relationship manager to the Trust.
- 3 Bidders should set out the added value you can provide to the Trust and a summary of the key reasons why we should appoint your firm.

2.3.3 Proposed Key Performance Indicators (KPI s) / Service Delivery Measures (SDM) *Weighting 25%*

- 1 Bidders should set out the KPI's / SDM's that you typically establish / produce for your clients.

2.3.4 Outcomes *Weighting 20%*

TMET are looking for a legal partner who can

Scoring Definitions

Each criterion will be scored using the following definitions:

¹ SCORE	DEFINITION
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2.7 Timetable for Bid and award of Contract

The intended timetable is:

08 July 2024	Invitation to Tender document and associated documents issued to selected companies
10 July 2024	Recipients to show an expression of interest in submitting a bid for tender
By 12pm on 15 July 2024	Tenderers submit questions and comments regarding Tender documents.
By 4pm on 17 July 2024	The Mead Educational Trust responds to questions and comments via email to all Tenderers
By 12pm on 26 July 2024	Bidders submit Tender.
Monday 5 August 2024	Tenders are shortlisted
Thursday 8 August 2024	Shortlisted tenderers invited to present to panel either face-to-face or online via Teams
August 2024	Contract Award (after approval by Executive Team)

3. List of Appendices

Appendix A: Legal Services Requirements 2024

Appendix B: Questions and Clarifications Template - Bidder to complet Tm0 g0 [G]TJETQq0.000008866 0 594.96 8