



GALILEO

ACADEMY TRUST

WORKING TOGETHER TO BENEFIT OUR COMMUNITIES

INVITATION TO TENDER

Provision of Data Services

TIMETABLE

This timetable is indicative only. The Trust reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender	Wednesday 3rd February 2021
Submission of Tender	Tuesday 16th February (by noon)
Interviews/informal Discussion	Week commencing 22nd February
Expected date of award of Contract(s)	1st March 2021
Contract commencement	1st April 2021
Initial Term	17 months (4 terms to 31st August 2022)

INTRODUCTION

Galileo MAT

Galileo Multi Academy Trust are looking to procure a service to support effective and efficient data analysis across the Trust.

The contract will commence 1st April 2021 and will be reviewed at the end of the 2021-2022 academic year.

The Galileo Multi-Academy Trust is a group of ten primary schools across the Redcar & Cleveland area. Our governance structure has a Board of Trustees, as the accountable body with two Trustee committees and a committee for each school. These are Local School Boards. (LSB)

Our Trust Schools include:

- Coatham C of E Primary School
- Ings Farm Primary School
- John Emmerson Batty Primary School
- Lakes Primary School
- Galley Hill Primary School
- Green Gates Primary School
- New Marske Primary School
- Saint Peter's C of E Primary School
- Westgarth Primary School
- Wheatlands Primary School

Further information about the Trust can be found on its website:

<https://www.galileotrust.co.uk/>

Provision of Service

The Trust requires a comprehensive 'Trust-wide' service to support effective and efficient data analysis, providing insightful intelligence from data, which will inform effective management decision-making and actively measure effectiveness and impact.

The appointee will have a clear understanding of current government guidance, including up-to-date knowledge of all statutory reporting requirements.

Outstanding organisational skills and absolute discretion are pre requisites for this role. Working alongside the CEO, CFO and Head teachers within the Trust you will ensure that the process of data analysis and reporting runs smoothly.

Specification

Delivering a professional and bespoke service of Trust-wide data analysis that includes the below core requirements:

- Termly Data Analysis – School Level
- Termly consolidated data analysis – Trust Level
- Termly CEO Overview report
- Analysis of statutory assessments including EYFS, Phonics, KS1 & KS2, one working day after data release, including:
 - headlines, sub group analysis, GAP analysis, comparison to National, 3 Year trend
- Deprivation Analysis (IDACI) Reports
- Attainment and progress reporting by group
- Provision of attainment SEF (Self-Evaluation form)
- Attendance reporting support (Termly and on demand as required)
- OFSTED support
- Availability and access to data analysis documents via Microsoft Teams, or other agreed platform
- Monitored email and telephone support (Monday – Friday, between 8.30am and 5pm)
- Site visits as necessary
- Regular performance updates via email
- Provision of standardised, Trust-wide, tracking system and associated updates and maintenance
- Central training sessions - one per year as standard, and on demand

Appointment Term

The Data Support service will be appointed by the Chief Executive, following recommendations from the Interview Panel. The appointment will be for 4 terms (the “Initial Term”), however, the Trust reserves the right to terminate the contract at any point during the term for poor performance. The Trust will review the performance of the service provider on a termly basis, to ensure the Trust’s requirements are being met in line with agreed KPIs.

Service Standards

The successful appointee will be required to adhere to the following service levels:

- The production of termly (School & Trust level) data within agreed timescales
- The dissemination of data to be issued within agreed timescales and uploaded to an agreed platform (likely to be Microsoft Teams)
- The availability to complete an immediate on-site visit upon notification of an OFSTED inspection
- The issuing of a letter of appointment and a welcome pack within 10 working days of the appointment being made

AWARD QUESTIONNAIRE

The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender. Your capability to perform the contract will be evaluated using selection and award criteria set out in the below 'Award Questionnaire'

Responses to the questions below should be clearly referenced with the question number and submitted as a separate attachment entitled Award Questionnaire. All Questions require a response, failure to respond to a question shall result in automatic elimination of a bid.

Award Questionnaire	No	Question	Percentage Weighting
	1	Please provide an overview of your background and experience, including details around your management structure and team members including: - <ul style="list-style-type: none"> - Relevant qualifications & professional membership - Experience of working with similar sized MATs 	20%
	2	Capacity to manage and carry out all duties described in this Specification, and how you will meet the service standards. Please include information pertaining to capacity should the Trust expand and increase the number of schools.	10%
	3	Please provide your proposed method for partnering and working with the Galileo MAT including how you will develop sustainable relationships with Galileo MAT and its individual academies.	10%
	4	Please provide details of how you will keep up to date with statutory reporting requirements and regulation changes.	5%
	5	Tenders are required to confirm that all staff carrying out field work on this contract will hold a valid enhanced DBS certificate.	5%
	8	Value for Money – Please complete the Pricing Schedule below. The Trust will evaluate Tenders as to financial acceptability, including: <ul style="list-style-type: none"> • overall Value for Money • whole life cost 	50%

PRICING SCHEDULE

Please state the Daily Rate and/or the cost per annum for the required service, and the cost of any additional services offered.

Please indicate all other costs that will be associated with the contract e.g. expenses etc.

Please provide details of any additional discount for early payment of invoices & payment options i.e. monthly/termly

Please confirm you agree to a fixed price period during the Initial Term

Yes/No (Delete as appropriate)