

# **Invitation to Tender (ITT)**

## **Vocational Courses (on-site delivery)**

**The Mead Educational Trust**

**Date of Issue:**

**29<sup>th</sup> April 2025**

**ITT Contact**

**N:** Phillipa Hunt

**E:** [phunt@tmet.uk](mailto:phunt@tmet.uk)

**T:** 0116 214 3148

## 1. Introduction

The Mead Educational Trust (TMET) invites tenders for the provision of delivery of vocational courses, namely Construction and Hair and Beauty, at one of our schools (Orchard Mead Academy). TMET is a growing family of primary and secondary schools, currently comprising 14 schools in Leicester and Leicestershire: 5 secondary schools, 8 primary schools, 1 special school, a Teaching School (TsHub), and a SCITT. Further details about our schools can be found on the TMET website. TMET currently serves 9,489 pupils, including 5,765 secondary students.

## 2. Background

This initiative is driven by the need to support students—particularly those with SEMH, SEND, or those who struggle with mainstream education—by offering a broader, more inclusive curriculum. The programme provides structured vocational pathways in Construction and Hair and Beauty, supporting pupils' progression into further education or employment. It offers an alternative route to academic success through practical, skills-based learning and has been designed to increase engagement, attendance, and attainment while reducing the reliance on costly off-site alternative provisions. Courses offered are also in line with the local areas labour market gap.

Orchard Mead Academy serves a uniquely diverse community in the North Eastern outskirts of the city of Leicester, as a larger than average 11-16 mixed comprehensive school.

Orchard Mead Academy shares the ethos, vision and values of TMET which is for each and every member of the school community to Make a Positive Difference.

## 3. Scope of Work

**Course details:** Utilising 'The Grove' building at Orchard Mead Academy, we can host vocational courses in Construction and Hair and Beauty.

**Delivery method:** This tender process is for onsite provision of services on the grounds of Orchard Mead Academy.

**Target students:** Construction and Hair and Beauty will be added as options to the timetable for Year 10 and Year 11 students. We hope facilitating the vocational courses will give students a wider curriculum and interest students who may not engage fully in mainstream education.

**Qualifications offered:** Level 1 BTEC Certificate in Hair and Beauty or Construction.

## 4. Contract Details

- **Duration:** The initial contract term will be two years, with an option to extend for up to an additional one year, subject to mutual agreement and satisfactory performance.
- **Start Date:** The expected start date is 26 August 2025, with preparation during the summer term to ensure a successful transition.

- **Pupil details:** the contract should provide for students in both Year 10 and 11 across four days a week.

## 5. Objective of the Invitation to Tender

The Mead Educational Trust invites experienced providers of Vocational Course delivery to submit proposals as detailed in this document. The objective is to select a high-quality provider to support us in making a positive difference to our learners and communities.

The purpose of this Invitation to Tender is to obtain professional, costed propositions and solutions for the required services.

## 6. Essential Tender Criteria for Vocational Courses delivery

### Qualifications and Compliance

- Experienced provider of vocational courses either at your own training centre or on-site on school grounds.
- General obligations to the requirements of the specifications and all other items of work necessary to provide the service to the reasonable satisfaction of the Authorised Officer, together with all liabilities and obligations, whether expressed or implied, incurred by or incumbent upon you pursuant to the Agreement; and to any works required being undertaken safely, and in compliance with all Statutory provisions and other rules or regulations relating to the Contract, including the Health and Safety at Work etc. Act 1974 and any subsequent safety legislation.
- Ensuring the health and safety of students and staff, e.g. through risk assessment and supply of appropriate PPE.
- Must show evidence of compliance with relevant regulatory and quality assurance standards.
- Experience of contributing towards school reviews and events, e.g. Ofsted inspections, parents' evenings.

### Service Delivery and Approach

- Fully designed model for delivery of the vocational provision, supporting students through the modules to qualification.
- Assessment models in place and supported by robust data capture.
- Expertise in supporting students with:
  - Poor mental health
  - Low attendance
  - Special educational needs, particularly social, emotional and mental health.

### Safeguarding and Risk Management

- Commitment to excellent safeguarding arrangements, demonstrated by:
  - Full compliance with the requirements of Keeping Children Safe in Education (KCSIE)

- Willingness to work positively alongside school staff, including TMET Designated Safeguarding Leads.
- Commitment to regular audits and quality assurance visits.

#### Impact and Outcomes

- Work towards clear measures of success, including:
  - Improved attendance and punctuality
  - Reduction in behavioural consequences, such as suspensions
  - Improved achievement, contributing towards the achievements of academic and skills-based qualifications, e.g. Level 1 Construction or Level 1 Hair and Beauty
  - The programme is intentionally structured to build progressive skills that prepare students for the world of work or further education. Students will work towards BTEC Level 1 qualifications, with the opportunity to extend these to Diploma level. The curriculum includes project management, career planning, and working with others within sector-based settings, empowering students to move confidently into post-16 pathways such as college, apprenticeships, or entry-level employment in their chosen trade. The model also provides students with soft skills such as resilience, confidence, and self-esteem, which are vital for lifelong success.
- Use of data-driven tools (e.g., SDQs) to track progress and outcomes.

#### Staffing and Development

- Appropriately qualified and experienced staff, including:
  - Relevant training to be able to teach at the appropriate level.
  - Suitable experience in working with vulnerable young people.
- Provision of staff development opportunities and willingness for staff to access training and development opportunities provided by TMET.

#### Growth and continuity of services

- Capacity to scale services in line with emerging needs, for example provision for children with school-based anxiety / school refusal.
- Capacity to cover staff absence within the provision.

## **7. General Instructions**

These instructions are designed to ensure that all proposals are given equal and fair consideration.

- Proposals must be comprehensive, addressing all requirements as laid out in this Invitation to Tender.
- Bidders are expected to adhere to the submission deadlines specified.
- The Trust reserves the right to accept any proposal in whole or in part and to award the contract to more than one bidder if deemed beneficial.

- Proposals must remain valid for a minimum of 90 days from the tender return date.

**It is important that Bidders provide all the information requested.**

- The Mead Educational Trust will not be liable for or pay for expenses or losses that may be incurred by the Bidder in the preparation of the bid.
- The Mead Educational Trust reserves the right to cancel the tender process at any point.
- A bid received after the due date and time for submission will not be considered.
- The Mead Educational Trust does not bind itself to accept the lowest or any bid.
- No bid will be deemed to have been accepted unless such acceptance has been notified to the Bidder in writing.
- Recipients of the bid documents (whether they submit a bid or not) shall treat the details in it as private and confidential. Any bid received by The Mead Educational Trust shall be treated in the same manner.

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.

## 8. Tender Response

Actions required:

**Tenderers to email [phunt@tmet.uk](mailto:phunt@tmet.uk) by 06/05/25 at 12pm, if you intend to bid.**

**Tenderers to email any questions or clarifications using *Appendix A Questions and Clarifications Template* by 06/05/25 at 12pm.**

## 9. Evaluation and Scoring Procedure

Each proposal will be evaluated against the tender criteria under seven weighted categories. Bidders will be scored on a 0–5 scale for each criterion, and their total score will be calculated by applying the weightings.

In addition to the qualitative criteria, **cost-effectiveness** will be considered to determine the **most advantageous bid**. This will balance quality and value for money, ensuring the successful provider delivers both high-quality services and competitive pricing.

Criteria:	Weighting
Qualifications and Compliance	15%
Service Delivery & Approach	25%

Safeguarding and Risk management	20%
Impact and Outcomes	20%
Staffing and Development	5%
Growth and continuity	5%
Pricing: <i>Fully costed pricing for the course delivery delivering value for money</i>	10%
<b>TOTAL</b>	<b>100%</b>

## 10. Evaluation of Bids

The evaluation process will be conducted to identify the most advantageous tender. Bids will be assessed to ascertain those that represent best overall value and the highest likely quality of output during the contract, not necessarily the lowest price submission.

Proposals will be evaluated by The Mead Educational Trust centrally, with a variety of roles on the evaluation board.

### Scoring Definitions

Each criterion will be scored using the following definitions:

SCORE	DEFINITION
0	No response or fails to meet the criterion
1	Poor: Significant gaps in meeting the criterion
2	Limited: Partially meets the criterion but with notable weaknesses
3	Acceptable: Meets the criterion but with minor weaknesses
4	Good: Fully meets the criterion with no weaknesses
5	Excellent: Exceeds the criterion, offering clear added value

## 11. Questions and clarifications

If you have any questions or points of clarification about the contents of the bid document or the services that are to be provided, please contact TMET by emailing [phunt@tmet.uk](mailto:phunt@tmet.uk) by the date shown in the timeline below. TMET will respond to all queries by using the template **Appendix A Questions and Clarifications Template** by the date shown below to all bidders for transparency. Any questions received will be answered and circulated to all bidders, although The Mead Educational Trust will not disclose the identity of the bidder who asked the question.

## 12. Completing Bids

Your bid should contain all the required information outlined within this document, along with any further information you feel relevant to support your bid. Any comments pertaining to the information supplied by you may be made in an email and returned with the bid. The bidder declaration (Appendix B) must be completed, signed and dated by a duly authorised representative on behalf of the bidder.

## 13. Submission of Bid

Please submit one electronic copy of the completed bid document to [phunt@tmet.uk](mailto:phunt@tmet.uk) before **17:00pm** on **30/05/25**.

The electronic bid submissions will be held securely and only viewed after the deadline date. Any electronic bids received after these dates and times will not be considered.

## 14. Timeline for Bid and award of Contract

The intended timetable is:

29/04/2025	Invitation to Tender document and associated documents uploaded to TMET website.
06/05/2025 (by 12pm)	Tenderers to confirm intention to bid
06/05/2025 (by 12pm)	Tenderers submit questions and comments regarding tender documents
09/05/25 (by 12pm)	The Mead Educational Trust responds to questions and comments via email to all Tenderers
30/05/25 (by 5pm)	Bidders submit tender
By 11/06/25	Bids reviewed by the TMET panel and preferred bidder chosen.
By 18/06/25	Following TMET Executive approval - Appointment of preferred bidder and next steps agreed with preferred bidder. Unsuccessful bidders will be notified.  <i>Please note that, following the appointment of the preferred bidder, The Mead Educational Trust (TMET) will observe a standstill period of 10 calendar days before formally awarding the contract.</i>

## **15. Form of Response**

**Bidders are required to develop a costed solution.**

Bidders are requested to use the weighting criteria to assess the suitable length of their responses per section.

**Return proposals should include the following information in the Tender Response:**

- Written responses to the requirements set out in this document.
- Bidder's contact details including: organisation name, contact name, postal address, telephone number, email address.

## **16. List of Appendices**

Appendix A: Questions and Clarifications Template - TMET to complete for all bidders

Appendix B: Bidder Declaration - Bidder to complete