

# **Invitation to Tender (ITT)**

## **Alternative Provision (on site)**

**The Mead Educational Trust**

**Date of Issue:**

**31<sup>st</sup> January 2025**

**ITT Contact**

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## 1. Introduction

The Mead Educational Trust (TMET) invites tenders for the provision of Alternative Provision placements. TMET is a growing family of primary and secondary schools, currently comprising 13 schools in Leicester and Leicestershire: 5 secondary schools, 8 primary schools, 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. Current Provision

At present, we commission Alternative Provision placements for 58 secondary-age students annually. This number is expected to remain consistent over the next three years. Approximately half of these students attend off-site placements full-time, while the remainder spend at least one day per week at their host TMET school.

## 3. Aims for Alternative Provision development

We currently engage 21 different external providers and aim to consolidate these services by partnering with a select group of main providers. Additionally, we plan to bring a portion of these services onsite to:

- minimise travel costs.
- maintain students' connection to mainstream school environments.
- facilitate improved communication, quality assurance, and support.
- enable smoother transitions back into mainstream education wherever possible.

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

## 4. Contract Details

- **Duration:** The initial contract term will be three years, with an option to extend for up to an additional two years, 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 Key Stages 3&4 across several days of the week, ensuring approximately 48 days of provision per week.

## 5. Objective of the Invitation to Tender

The Mead Educational Trust invites experienced providers of Alternative Provision 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 Alternative Provision Services

### Qualifications and Compliance

- Must be a registered charity or organisation with appropriate governance structures, including a board of trustees and relevant committees (e.g., Finance, Health and Safety).
- Must show evidence of compliance with relevant regulatory and quality assurance standards, such as those related to equality, diversity & inclusion.
- Must be able to comply with the requirements of the TMET Alternative Provision Toolkit (see checklist in Appendix C).
- Experience of contributing towards school reviews, e.g. Ofsted inspections.

### Service Delivery and Approach

- Proven ability to deliver a values-based approach that emphasises engagement, aspirations and resilience.
- A structured referral process, including:
  - ✓ Collaboration with the TMET Vulnerability Index.
  - ✓ Comprehensive assessments of pupils' risk factors and support needs.
- Expertise in supporting students with:
  - ✓ Poor mental health
  - ✓ Low attendance
  - ✓ Special educational needs, particular social, emotional and mental health
  - ✓ Youth offending and/or social care involvement

### Safeguarding and Risk Management

- Commitment to excellent safeguarding arrangements, demonstrated by:
  - ✓ Full compliance with the requirements of Keeping Children Safe in Education (KCSIE)
  - ✓ Provision of an experience Designated Safeguarding Lead
  - ✓ Willingness to work positively alongside school staff, including TMET Designated Safeguarding Leads
- Established partnerships with relevant safeguarding organisations to enable child centred multi agency working, e.g. Barnados, CAMHS
- 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. Sports Leaders and personal development / employability qualifications
- ✓ Positive exit pathways and reintegration into mainstream education
- Use of data-driven tools (e.g., SDQs) to track progress and outcomes

#### Partnerships and Collaboration

- Existing meaningful partnerships with local and national organisations, including schools, community groups, and health.
- Ability to leverage community resources to support the development of the whole child, both within and outside of school, e.g. out of hours enrichment activities, rewards, incentives and trips
- Established connections with local colleges and businesses to develop supported pathways into employment.

#### Staffing and Development

- Appropriately qualified and experienced staff, including:
  - ✓ L2/L3 Youth Mentors and Youth Workers.
  - ✓ Staff trained in trauma-informed practices, emotional regulation, and mental health first aid
- 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 KPatel@tmet.uk by 07/02/25 at 12pm, if you intend to bid.**

**Tenderers to email any questions or clarifications using *Appendix A Questions and Clarifications Template* by 07/02/25 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 economically advantageous bid**. This will balance quality and value for money, ensuring the successful provider delivers both high-quality services and competitive pricing.

Criteria ( <i>sub criteria are listed in italics</i> )	Weighting
Qualifications and Compliance <ul style="list-style-type: none"> <li>• <i>Registered charity and/or governance structure in place</i></li> <li>• <i>Evidence of compliance with regulatory/quality assurance standards.</i></li> <li>• <i>Alignment with TMET Alternative Provision Toolkit (Appendix A).</i></li> <li>• <i>Experience in contributing to school reviews (e.g., Ofsted inspections).</i></li> </ul>	15%

<p>Service Delivery &amp; Approach</p> <ul style="list-style-type: none"> <li>• <i>Delivery of values-based approach (engagement, aspirations, resilience)</i></li> <li>• <i>Structured referral process and collaboration with TMET Vulnerability Index</i></li> <li>• <i>Support for students with specific needs, e.g. mental health concerns</i></li> </ul>	25%
<p>Safeguarding and Risk management</p> <ul style="list-style-type: none"> <li>• <i>Full compliance with Keeping Children Safe in Education (KCSIE).</i></li> <li>• <i>Designated Safeguarding Lead and multi-agency partnership working.</i></li> <li>• <i>Compliance with regular audits and quality assurance visits.</i></li> <li>• <i>Collaboration with TMET staff, including DSLs.</i></li> </ul>	20%
<p>Impact and Outcomes</p> <ul style="list-style-type: none"> <li>• <i>Clear measures of success (attendance, behaviour, qualifications, reintegration).</i></li> <li>• <i>Use of data-driven tools to track progress</i></li> </ul>	20%
<p>Partnerships and Collaboration</p> <ul style="list-style-type: none"> <li>• <i>Partnerships with local/national organisations and ability to leverage community resources.</i></li> <li>• <i>Connections with colleges and businesses for employability pathways.</i></li> </ul>	10%
<p>Staffing and Development</p> <ul style="list-style-type: none"> <li>• <i>Qualified staff (L2/L3 Youth Mentors/Workers) and trauma-informed training.</i></li> <li>• <i>Provision of staff development opportunities</i></li> </ul>	5%
<p>Growth and continuity</p> <ul style="list-style-type: none"> <li>• <i>Capacity to scale services and handle staff absences.</i></li> </ul>	5%
<b>TOTAL</b>	<b>100%</b>

## 10. Evaluation of Bids

The evaluation process will be conducted to identify the most economically 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 [kpatel@tmet.uk](mailto:kpatel@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 [kpatel@tmet.uk](mailto:kpatel@tmet.uk) before **17:00pm** on **21/02/25**.

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:

03/02/2025	Invitation to Tender document and associated documents uploaded to TMET website.
07/02/2025 (by 5pm)	Tenderers to confirm intention to bid
07/02/2025 (by 5pm)	Tenderers submit questions and comments regarding tender documents
14/02/25 (by 12pm)	The Mead Educational Trust responds to questions and comments via email to all Tenderers
21/02/25 (by 5pm)	Bidders submit tender
By 14/03/25	Selected Bidders invited to present to panel following evaluation of Tenders. Unsuccessful bidders not invited to present will be notified.
By 21/03/25	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
Appendix C	TMET Alternative Provision Toolkit – Pre-placement Monitoring Form