

## ICT Procurement

### AT A GLANCE...



Novatia's ICT Procurement Service helps you to navigate your way through the ICT procurement process for your school or multi-academy trust (MAT), ensuring you choose and buy the most cost-effective, fit for purpose ICT to support your organisation's short and long term goals.

As a result, you can be confident that you are maximising your ICT budget, often making significant cost savings that can be re-invested into teaching & learning. Also, since your school or MAT is subject to public standards of accountability, you can be rest-assured that all legal and financial obligations are being met.

### Why choose Novatia ICT Procurement?

You want to upgrade your current ICT but don't really know what you need to buy.

Your MAT has lots of different schools each with its own ICT systems or services. You would like to centralise ICT procurement to ensure quality and consistency across the trust but need guidance.

You want to get more from your ICT budget; you want to find out how you can take advantage of economies of scale by leveraging your buying power through collaborative purchasing.

You are aware that new technologies are changing the ways in which schools are educating their students and managing their operations. The pace of change is incredible; it is difficult for schools to keep up.

You would like access to the latest market intelligence so you can recognise what is good value for money. You want to make sure you aren't being over-charged.

You don't have the capacity, or in-house skills, to either:

- create a detailed specification
- go out to tender
- evaluate technical proposals
- interview suppliers
- negotiate the best deals.
- advise a strategy that best achieves your strategic aims and complies with EU procurement law

### How can Novatia ICT Procurement help?

We can help you to align your ICT procurement process with your school or MAT's ICT vision & strategy.

We can work with you to plan the procurement process, helping you to understand exactly what it is that you want to buy. Once you can fully describe your requirements, the rest of the process should fall into place.

We can help you to identify the best route to market based on the size of the project, breadth of the requirement and timescales and advise on opportunities to use available government framework agreements.



We can engage with the market to help you get a grasp of what is out there. We have real-time knowledge of ICT costs as we run tenders on a regular basis. We can provide you with greater cost certainty and can help clarify the budget before you go to market. Our engagement with the market will also promote the opportunity, increasing competition to drive down costs.

We can write a detailed functional, technical or service specification for you; it is critical to get this right.

## What do Novatia deliver?

We begin with a FREE CONSULTATION to discuss your requirements. From here, you can decide how much you want us to be involved. Our wide range of support includes: bid strategy and documentation, functional/technical/service specification, procurement management, contract management and installation oversight.

### Set up

We begin with the initial consultation to discuss your immediate requirements to clarify your needs, establishing maximum contract value and checking thresholds to determine whether you will need to use an OJEU compliant route.

We will then determine priorities and recommend the next steps. Following this, you will receive a detailed summary of our proposed approach and costs.

## Bid Strategy and Documentation

To attract the market to bid, it is essential that the Invitation to Tender (ITT) documentation is unambiguous on the requirements, both with regard to the solution itself and the procurement process. Our experience is that this approach is well received by the market and results in well-considered tender responses that show a thorough understanding of the school or MAT's requirements and deliver good value for money.

Should you wish to proceed, we will work with you to determine the most appropriate procurement strategy. We will then write the procurement documentation, including an appropriate scoring and weighing mechanism, to match the evaluation criteria.

## Procurement Management

We can also manage the procurement process on your behalf. We will issue the procurement documents to the potential providers as determined by the procurement strategy. We can then organise and facilitate an ICT Bidders' Day, to further promote and clarify the opportunity. We manage all tender clarifications, ensuring fair and equitable treatment at all times.

We will fully evaluate the bids based upon the agreed evaluation criteria—in particular, their value for money and 'deliverability', based on solutions we have seen successfully work elsewhere. We moderate the scoring with key members of the Evaluation Panel and manage clarification meetings/interviews if appropriate, to reach a recommendation for preferred bidder.

We will then work with you to reach contract signature. Here negotiation is key to getting clear contract terms as well as schedules, to ensure the contract documentation reflects commitments made during the tender process. These would include cost model, any implementation testing, project plan, and final agreed solution. This ensures any solution or integration risk remains with the supplier and not the MAT or school.

### **Contract Management and Installation Oversight**

If required, we can also ensure the contract is delivered as agreed, and that milestones are being achieved over an agreed ICT implementation period. This way the school will be confident that any solution is delivered, configured, integrated and fully operational prior to making any interim or final payments.

### **Ongoing Excellence**

As experts in solving ICT problems in the UK Education market, we are constantly improving and updating our ICT knowledge. We live and breathe ICT Excellence in Education and can share that expertise with you.

### **FIND OUT MORE**

As well as ICT Procurement we can offer a wide range of ICT services including ICT Current State Reviews and ICT Vision & Strategy. We would be happy to help you with any of your Education ICT issues.

Visit [www.novatia.com](http://www.novatia.com), call 01962 832 632 or email [info@novatia.com](mailto:info@novatia.com)