

Connect the Classroom

ICT Procurement Support

Quotation Pack

**Document Control Table**

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## Contents

In addition to this document, this pack consists of:

* **Document 1: Instructions to Supplier and Form of Response.** This document provides guidance to suppliers.
* **Document 2: Technical Requirements**. This document sets out the scope and standard required for equipment and services to qualify for funding.
* **Document 3: Cost Matrix and Technical Summary**. This document is for the supplier to complete, itemising the solution with costs to demonstrate that the solution offered meets the technical requirements and scope. This is the document that the school or Responsible Body (RB) submits to the DfE for approval along with any technical documentation it has received from the supplier.

## Actions

1. We would advise you to consult your ICT Support department or support provider to identify how many wireless access points and switches you require. You will need this information when you contact suppliers.
   1. The section below entitled “Funding Scope” will help identify the quantity and specification of equipment required.
   2. If in doubt, please contact the team at [ConnectTheClassroom.DfEICT@education.gov.uk](mailto:ConnectTheClassroom.DfEICT@education.gov.uk). Please include your school URN and school name in the subject line of emails to facilitate a timely response from the appropriate team member.
2. Once you have the correct information, ask suppliers to provide a quotation for the work ensuring that you have sent suppliers a copy of Documents 1 to 3 and that they have completed Document 3 with the cost itemised within each section. We also need any technical solution documents you have received from your chosen supplier to be submitted with each quotation. This should give an overview and explanation of the supplier’s proposed solution and may include heat maps, network diagrams, site maps showing wireless access points and switch locations etc.
3. If suppliers have questions about the pack, they are encouraged to contact us at [ConnectTheClassroom.DfEICT@education.gov.uk](mailto:ConnectTheClassroom.DfEICT@education.gov.uk) and this will enable us to direct any questions to the appropriate member of the team.
4. Once you have followed your own procurement procedures and have chosen your preferred supplier you should submit your preferred quotation along with all technical documentation to us by email at [ConnectTheClassroom.DfEICT@education.gov.uk](mailto:ConnectTheClassroom.DfEICT@education.gov.uk). We will then review it to ensure it is compliant and will either issue you with a letter to confirm that we will fund the works in the quotation or contact you and the supplier to resolve any issues that prevent authorisation.

## Choosing Suppliers

1. Procurement should be in accordance with the financial governance of your school or Responsible Body. DfE will ask you to confirm that you complied with these regulations when you make a claim.
2. DfE cannot and will not recommend suppliers, however you can refer to the following link to assist you: [Matching frameworks - Find a DfE approved framework for your school - GOV.UK (find-dfe-approved-framework.service.gov.uk)](https://find-dfe-approved-framework.service.gov.uk/find/type/buying/what/ict/ict-categories/networking).
3. Additional resources that can help identify suppliers:
   1. Everything ICT, a public sector procurement framework that can connect you with suppliers. Contact [Lilia.Metcalf@everythingict.org](mailto:Lilia.Metcalf@everythingict.org)
   2. Crown Commercial Services, an ICT framework that can put you in touch with suppliers. Contact [leah.fletcher@crowncommercial.gov.uk](mailto:leah.fletcher@crowncommercial.gov.uk)
4. The UK Government has enshrined a target in law to reduce carbon emissions by 78% compared to 1990 levels. This is targeted by 2035 and was made effective in June 2021. Your procurement should consider the approach that suppliers are taking to sustainability including selection of equipment, which is energy efficient, ethically sourced, implemented to minimise energy use and minimises waste.

## Funding Scope

The purpose of this funding is to ensure that the school has an enterprise-level wireless solution in place based on the standards detailed in the current DfE’s ICT Output Specification. This should give full coverage of the site based on appropriate switches and wireless access points. Additional equipment may be required to ensure that the proposed solution meets the requirements of the school. The scope is listed in Document 2 Technical Requirements provided within this pack.

For a more detailed explanation of the scope of the programme and the technical requirements, please refer to the additional documents provided in this pack. We do have a process, where an ICT adviser can approve, or refer to an advisory panel an extended scope of works, but this would only be under exceptional circumstances.

DfE will review all quotes submitted by schools to check scope, compliance, costs and value for money.

If you require further information on the Connect The Classroom programme please get in contact with the team at [ConnectTheClassroom.DfEICT@education.gov.uk](mailto:ConnectTheClassroom.DfEICT@education.gov.uk)