

Connect the Classroom

Request for Quotation

***Supplier Information***

Document 1 of 3

**Document Control Table**

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| **Version** | **Comment** | **Status** | **Date of Issue** | **Document author** |
| 1 | Release version | REL | May 2021 | DfE |
| 1.1 | CTC/3 Release | REL | Aug 2021 | DfE |
| 2 | CTC 2022/23 Revision | REL | May 2022 | DfE |
| 2.2 | CTC2 Revision | REL | October 2022 | DfE |

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## Introduction

## The DfE Connect the Classroom programme aims to provide the school with a comprehensive wireless networking solution that covers wireless access points and the supporting switching.

This document provides guidance to suppliers bidding to supply the solution which will allow the school to submit their preferred quotation to DfE to be reviewed.

Individual schools will carry out their procurement and then reclaim the cost of works from DfE.

**For the school to be offered DfE funding, the solution offered to the school must be compliant with the requirements set out in Document 2 Technical Requirements.**

Please note:

* The school is the customer for the purpose of procurement not DfE, and therefore the procurement is in accordance with the school’s or Responsible Body’s (RB) appropriate policies and procedures.
* As the body awarding the grant, DfE will review all proposals for suitability and may need to discuss these with the chosen supplier to assist the school or RB to ensure their proposal it is eligible for submission to DfE
* All communication relating to the funding agreement between the school and DfE must originate from the school, not their chosen supplier. If for example there is a requirement for additional works, it is the responsibility of the school or RB, not the supplier to apply for any changes to the funding agreement.
* In deciding whether to approve a grant application from the school, DfE will check it is compliant and represents good value before issuing the school with a grant-funding letter. One aspect that will be checked is whether the pricing reflects the special pricing and SKUs some manufacturers are making available specifically for Connect the Classroom. When putting together a quotation we advise you to make distributors aware that this is a Connect the Classroom project.

In preparing your quotation, please use Document 3 Cost Matrix and Technical Summary to itemise the solution with costs and to demonstrate that the solution offered meets the Technical Requirements. This will allow the school or RB to present it to DfE for approval.

**Technical Evaluation**

You are asked to include the cost of a one-day visit to the school by an engineer, to carry out a Technical Evaluation using pro-forma the DfE will supply.

It must be noted that the purpose of the Technical Evaluation is not to cover the cost of the chosen supplier’s presale visit in preparing the proposal. The Technical Evaluation is in addition to any visits you may have had to undertake in preparation of your proposed solution, and therefore provides an opportunity to review the systems onsite prior to completion of works.

If, during the Technical Evaluation, you encounter an issue that may require additional works, the school is able to submit your quotation for them to have their funding agreement modified.

**Completion**

The school is required to confirm on its claim that a proper acceptance test has taken place and the works invoiced completed to their satisfaction.

DfE reserve the right to visit and review the works carried out as part of the proof-of-execution process. This allows DfE to verify that the grant payment matches the system delivered.

**Solution Design**

Clearly there are technical decisions required to determine the proposed cost for a system.

The number of wireless access points, switches and other works is for the school and supplier to agree whilst preparing a proposal. Document 2 Technical Requirements sets out the basis DfE will have for reviewing proposals.

There is no assumption that the best solution will involve like for like replacement of existing switches and wireless access points with the same quantities of new systems as it may be possible to produce a more efficient design. Similarly, as school networks may have grown organically over a number of years, it may be possible to significantly rationalise and improve them. Provided the proposal shows good value, DfE will consider them and will be happy to discuss them as part of the review process before awarding the school a grant.

As well as providing the school with your quotation using Document 3 (Cost Matrix and Technical Summary) we require that you provide technical design documents which may include information such as:

* Summary of existing installation
* An overview and the rationale for your proposed solution
* Wifi heatmaps
* network diagrams and cabinet configurations
* List of the equipment to be provided
* photographs of the site

and any other supporting information to allow DfE to best understand your proposed solution.